



# **CITY OF POMPANO BEACH**

**HOME Investment Partnership Program  
(HOME Program)**

**REQUEST FOR PROPOSALS (RFP)  
APPLICATION FOR FUNDING  
2018-2019 Program Year**

**Prepared By:**  
**OFFICE OF HOUSING AND URBAN IMPROVEMENT**  
100 W. Atlantic Blvd, Suite 220  
Pompano Beach, FL 33060  
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[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)



# **IMPORTANT REMINDER**

## **PROPOSAL DEADLINE**

**All complete applications must be submitted electronic  
Through our Neighborly Software  
NO LATER THAN 3:00 p.m. on Thursday, April 26, 2018  
Call for Technical Questions only  
Phone: 954.786.4659**

## **NO HARD COPIES WILL BE ACCEPTED**

**Proposals must be submitted via electronic through our Sub-recipient  
Neighborly Software before the deadline April 26, 2018 no later than 3pm.**

**ONLY THOSE PROPOSALS THAT ARRIVE PRIOR TO THE  
DEADLINE WILL BE CONSIDERED FOR FUNDING**

**Applications are available on the City's website  
& City Hall Office of Housing and Community Development  
100 W. Atlantic Blvd, Suite 220  
Pompano Beach, FL 33060  
(954) 786-4659 Telephone  
Website Link:  
<http://pompanobeachfl.gov/index.php/pages/ohui/ohui>**

# 2018-2019 Request for Proposal (RFP) CITY OF POMPANO BEACH



## OFFICE OF HOUSING & URBAN IMPROVEMENT

### GREG HARRISON INTERIM CITY MANAGER

PHYLLIS KORAB  
ASSISTANT CITY MANAGER

BRIAN DONAVAN  
ASSISTANT CITY MANAGER

#### CITY COMMISSION

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Vice-Mayor Charlotte Burrie, District 2  
Commissioner Michael Sobel, District 1  
Commissioner Rex Hardin, District 3  
Commissioner Beverly Perkins, District 4  
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#### CITY OF POMPANO BEACH

#### OFFICE OF HOUSING AND URBAN IMPROVEMENT STAFF

Miriam Carrillo, Director  
Mark Korman, Program Compliance Manager  
Muhammed Hashmi, Accountant  
Salvatore Reginello, Housing Inspector  
JoAnn Martin-Onesky, Housing Specialist  
Natasha Telsaint, Office Asst. II  
Natasha James, Office Asst. I

This Program is made possible through a grant from the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

**\*\*The City of Pompano Beach reserves the right to reject any application that is not completed in accordance with the following instructions.**

## General Rules

All applications must comply with Home Investment Partnerships (HOME) program regulations found at 24 CFR, Part 92 and described by the specific guidelines below.

## Who May Apply

Any for-profit or non-profit organization, Community Housing Development Organization (CHDO) or governmental agency may apply for City HOME funds. Fifteen percent of the funds are set aside for CHDOs. For-profit ventures are eligible for loans only. Applicants must comply with all federal, state and local laws and regulations.

## Project Requirements

### **All Projects Must:**

- Meet the objectives of the HOME program to: provide decent affordable housing to lower-income households, expand the capacity of non-profit housing providers, and/or strengthen the ability of local governments to provide housing, and/or leverage private sector participation.
- Be located within the City of Pompano Beach.
- Address one or more of the priorities and goals of the City of Pompano Beach 2010-2016 HUD Consolidated Plan.
- Be identified as an eligible HOME activity in one of the following categories: homebuyer assistance, homeowner rehabilitation, rental rehabilitation and/or new construction.
- Applicant has successfully fulfilled its commitments from prior year HOME grant awards.
- HOME projects must provide 25% match. In general, to be considered eligible match, a contribution must be made from non-federal sources. Contact staff with questions regarding eligible match.
- Renovation or new construction projects must include submittal of an 8 ½" x 11" floor plan and/or site plan of your construction project drawn to scale.

▶ **NOTE:** Non-federal matching contributions required under any other federal program, assistance to a project previously assisted with HOME funds during an existing affordability period, operating subsidies, project reserve accounts, assistance to ineligible properties such as commercial properties, temporary shelters, emergency shelters and student housing, and emergency repair program costs are Ineligible Activities for HOME program funding.

## HOME Program - Project Ranking Criteria (100 possible points)

The following criteria will be used to evaluate and rank each proposal in comparison to all other proposals. A maximum of 100 total points may be obtained. It is important that each applicant provide thorough information and documentation in response to each of the ranking criteria. Proposals will be examined for completeness, soundness, and eligibility based on federal requirements prior to ranking.

## Criteria and possible points for each application ranking category:

### **Housing Needs (20 points):**

1. Proposed project addresses market concerns. Analysis clearly documents an inadequate supply of affordable, decent, safe, and sanitary housing stock to serve low and moderate households (owners or renters) that the proposed project would address. Long-term population trends and demographic projections have been taken into account and documented.
2. Proposal shows that the project meets housing needs and priorities that are established in the Consolidated Plan.
3. Discussion indicates alternative projects were considered and the applicant provides a strong rationale for the choice of developing this particular project versus other alternative projects.
4. Applicant describes how the proposed project will show quantifiable, measurable outcomes to meet HUD reporting requirements. A cost/benefit analysis indicates that the project is the best use of public funds.
5. Serious efforts to accomplish the leveraging of non-HOME funds to support the project are documented. Other possible resources available to help address the need have been considered.

### **Project Benefit (20 points):**

A proposal will receive points based on the number and income level of beneficiaries. Beneficiaries having incomes at 30% of area median income (AMI) or below will be given a weighted score multiplier of 4 per unit, beneficiaries having incomes at 31-50% will be given a weighted score multiplier of 3 per unit, beneficiaries having incomes at 51-60% will be given a weighted score multiplier of 2 per unit, and beneficiaries having incomes at 61-80% will be given a weighted score multiplier of 1 per unit. A higher percentage of eligible units that targets very low-income project beneficiaries will score more points than a project that has a high percentage of units targeting higher income beneficiaries.

The proposal must specifically identify the number and targeted income level of the beneficiaries to be served by the project.

### **Project Strategy (20 points)**

1. The proposal shows appropriateness for area housing market (rehabilitation versus new construction or addressing vacant buildings) and appropriateness of size of development for the community.
2. The project includes a well-reasoned, cost-effective, appropriate, and achievable strategy.
3. The proposal demonstrates that the project is located in an area that provides project beneficiaries access to essential community services, for example: schools, medical services, shopping, and transportation.
4. The proposal identifies innovative strategies in the project's planning and design. Innovative strategies may include: energy conservation measures, value engineering measures, the use of longer lasting materials, other cost effective measures, enhanced physical accessibility, land use, aesthetically pleasing and/or historically correct design elements, financing, partnerships or other approaches the applicant believes to be an innovative practice.

### **Development Capacity (20 points):**

1. Proposal clearly indicates the project will be undertaken by a stable, self-sufficient organization with a demonstrated track record and personnel experienced in completing quality development and/or management of low-income housing.
2. All potential environmental, regulatory, and technical issues which could impact the timely start-up and successful implementation of project activities are being considered.

3. Applicant demonstrates that the project will be completed within the contract period. More points will be awarded to applicants who most clearly demonstrate a readiness to proceed.
4. Applicant provides evidence of firm site control and provides evidence that site is properly zoned.
5. Applicant has provides construction plans and detailed work description for all projects containing construction activity. 8 ½" x 11" floor plans and site plan of construction project drawn to scale are provided.
6. The applicant has successfully managed past HOME funding awards. The applicant successfully fulfilled its commitments from prior grant awards.

**Financial Management (20 points):**

1. Applicant provides firm evidence of interim and permanent financing commitments to ensure the viability of the project.
2. Proposal demonstrates the total project budget is adequate to complete project as described, and fulfill need stated by entity.
3. Applicant demonstrates that HOME funding is providing gap financing.
4. Eligible match in the amount of 25% of requested grant has been adequately addressed.
5. Proposal shows HOME dollars are leveraged to the maximum extent possible.
6. Commitment letters from all non-HOME sources of funds are included.
7. The Uses of Funds demonstrates the applicant has made realistic assumptions and considered all costs associated with the project.
8. The applicant demonstrates that a minimum of funds will be budgeted as soft costs in comparison with other applications in the same round of competition (development fees, attorneys, consultants, architects, etc.).

**RFP APPLICATION TIMETABLE FY 2018-2019**

**2018-2019 Application Dates**

▪ March 2, 2018	Publish RFP Notice
▪ March 6, 2018	Availability of RFP Applications
▪ March 14, 2018	Community Development Block Grant (CDBG) Public Service Grant Workshop Workshop 9 am to 11:30am HOME/Community Housing Development Organization (CHDO) Workshop Workshop 1pm to 4pm <b>Technical assistance will be available at the workshop</b>
▪ April 12, 2018	<b><u>First Public Hearing</u></b> Community Development Advisory Committee (CDAC) Public Hearing RFP Applicant Presentations  <i>Location: Cultural Arts Center 50 West Atlantic Blvd, Pompano Beach FL 33060</i>
▪ April 26, 2018	RFP Application submittal deadline-3:00 p.m. <b>ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED</b> Application Portal Link: <a href="http://pompanobeachfl.gov/pages/ohui/ohui">http://pompanobeachfl.gov/pages/ohui/ohui</a> Then click: Neighborly Software
▪ May 10, 2018	<b><u>Second - Public Hearing</u></b> Community Development Advisory Committee (CDAC) Public Hearing: ▪ Staff Recommendations & CDAC Funding Recommendations Location: <i>Cultural Arts Center 50 West Atlantic Blvd, Pompano Beach FL 33060</i>
▪ June 26, 2018	Present CDAC Funding Recommendations to City Commission for Approval
▪ June 28, 2018	Public Notice of proposed 2018-2019 Annual Action Plan (30-day comment period)
▪ August 15, 2018	Last Day to submit Annual Action Plan to HUD

*HOME/CHDO and CDBG Workshop will be held in the Digital Media Room, Cultural Arts Center, 50 West Atlantic Blvd, Pompano Beach, Florida from 9 a.m.-12 p.m. and 1 to 4 p.m.*

Meeting rooms are fully accessible. Persons with special needs should contact the Office of Housing and Urban Improvement at 954-786-4659 or write to the address listed above within 7 days from the date of the hearing.



Non-English speaking persons or persons with limited English proficiency should contact JoAnn Martin-Onesky at (954) 786-4657 or email to [joann.martin-onesky@copbfl.com](mailto:joann.martin-onesky@copbfl.com) for further assistance or to access documents in another language. Para asistencia en Español, puede contactar a Miriam Carrillo al (954) 786-4656 o correo electronico [miriam.carrillo@copbfl.com](mailto:miriam.carrillo@copbfl.com)

**\*\* The City of Pompano Beach reserves the right to postpone or amend the dates set forth and will give notice if changes are made.**

**RFP APPLICATION SUBMITTAL DEADLINE:**

**NO LATER THAN Thursday, April 26, 2018 BY 3:00 P.M.**

*The Sub-recipient Portal is hosted by Neighborly Software and is accessible via any internet connect device. Application portal link: <http://pompanobeachfl.gov/pages/ohui/ohui>*

*Then click on Neighborly Software*

**ONLY ELECTRONIC APPLICATIONS**

*Contact us at 954-786-4659 for any technical questions or concerns*



## **HOME PROGRAM POLICIES AND REQUIREMENTS**

### **CITY HOME PROGRAM POLICIES**

Applicants should request only the level of funding necessary to carry out their project. Grant requests must be sufficient either by themselves, or in combination with other proposed funding sources, to complete the proposed activities within the contract period.

The City Commission will allocate only the amount of HOME funds that it determines to be necessary for the financial feasibility of the project and its viability as a qualified affordable housing project throughout the period of affordability.

Funds expended prior to grant award will not be considered for reimbursement.

The minimum amount of HOME funds invested in any project is \$1,000 per each HOME-assisted unit in the project.

The City Commission will give preference to those applications that show a greater degree of readiness to proceed with the development.

Project funds must be committed within 24 months of funding availability.

### **HOME ALLOCATION**

The total allocation for the City of Pompano Beach HOME activities for the federal Fiscal Year 2016 is unknown at this time. Of this amount, approximately 10% will be set aside for program administration and for activities to promote fair housing and at least 15% must be set aside for use by Community Housing Development Organizations (CHDO).

### **HISTORIC PRESERVATION**

Changes to a structure built prior to 1965 require review and compliance with historic preservation rules.

### **ASBESTOS**

HUD abatement and disposal requirements apply to rehabilitation, repair or improvements that involve asbestos. Contractors certified to work with asbestos are required.

### **LEAD-BASED PAINT**

HUD lead-based paint requirements apply to purchase, rehabilitation, repair or improvements to housing structures built prior to 1978. Contractors certified to work with lead-based paint are required.

### **CONSTRUCTION CONTRACTS**

The City of Pompano Beach requires licensed contractors to complete any plumbing, electrical and mechanical work. All contractors and subcontractors are required to have a City Business License or Safety Certificate and proof of Workers Compensation.

All contracts for HOME funded housing projects having 12 or more units totaling over \$2,000 require adherence to Davis-Bacon Act.

The formal bidding process is required for all construction contracts over \$80,000.

Affirmative steps must be taken to assure that minority and women-owned businesses are used, when possible, as sources of supplies, equipment, construction and services. Grantees need to comply with Section 3 reporting requirements and should be pro-active in utilizing firms with a majority of Section 3 employees.

## **MATCH**

HOME Program participants must make contributions to qualified housing in an amount equal to at least 25% of HOME project funds allocated for housing projects. These contributions are referred to as match. To be considered eligible match, a contribution must be made from non-federal sources and must be made to housing that is assisted with HOME funds. Matching contributions may be in the form of one or more of the following:

- Cash contributions from non-federal sources and permanently contributed to the HOME project. This contribution cannot be made by the owner/developer.
- Below-market interest rate loan from private lending institution
- The value of state or local taxes, fees that are waived, foregone, or deferred
- The value of donated land or other real property
- The cost of on-site and off-site infrastructure directly required for affordable housing assisted with HOME funds, not paid with federal resources
- Proceeds from multi-family and single family affordable housing project bond financing validly issued by a state or local government and repayable with revenues from the affordable housing project
- Donated site preparation and construction materials not acquired with federal resources and any donated or voluntary labor in connection with site preparation
- Value of donated or voluntary labor or professional services for site preparation, rehabilitation and/or construction of affordable housing
- Value of sweat equity for a homeownership project
- Direct cost of supportive services for families residing in HOME assisted units
- Direct cost of homebuyer counseling services to families that acquire properties with HOME funds

## **PROJECT ELIGIBILITY**

### Eligibility Requirements:

Grantees currently administering a HOME projects are eligible to reapply for an additional HOME grant if:

- The grantee is in compliance with the project implementation schedule;
- There are no unresolved audit, monitoring, or performance findings for any previous HOME grant awards to the applicant;
- **All grantee projects over two years old must be completed prior to applying for additional funds.**

### Eligible Activities:

At the discretion of the City of Pompano Beach and where allowable under federal law, activities and their corresponding costs allowed under HOME may include:

- Homebuyer Assistance  
Costs related to assisting qualified homebuyers in purchasing a home, including those related to down payment and closing cost assistance are eligible.
- Homeowner Rehabilitation  
Costs related to the rehabilitation of owner-occupied housing are eligible. Costs to make essential improvements including repair or replacement of major housing systems in danger of failure, energy improvements, and abatement of lead based paint hazards, and modifications necessary to permit use by people with disabilities are eligible. Construction plans and detailed construction work description are required to be attached to application.

- **Rental Rehabilitation**

Costs to meet applicable rehabilitation standards in effect at the time a building permit is issued are eligible. Costs to make essential improvements including repair or replace of major housing systems in danger of failing, energy-related repairs or improvements, modifications necessary to permit use by people with disabilities, and the abatement of lead-based paint hazards are eligible. The application must describe in detail the level of rehabilitation and the cost necessary for the exterior and interior by unit, if applicable. If the description is not definitive, the application may be rejected.

Costs for acquisition of affordable projects in need of rehabilitation and requiring financial assistance to maintain the affordability of the project are eligible. Costs to acquire and convert a non-residential structure to residential housing are eligible. Conversion of an existing non-residential structure to affordable housing is considered rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case the project is then considered new construction.

A market analysis must be provided to determine that the project is financially feasible, and is located in a market with substantiated need. Construction plans and detailed construction work description are required to be attached to application.

- **New Construction**

Costs to acquire the land and meet the new construction standards in effect at the time a building permit is issued are eligible.

Acquisition of vacant land will be undertaken only in conjunction with a specific housing project intended to provide affordable housing under this program and for which construction funds have been committed prior to the commitment of HOME funds to the acquisition. New construction must begin within 12 months of acquisition. Construction plans and detailed construction work description are required to be attached to application.

Ineligible Activities

- Non-federal matching contributions required under any other federal program
- Assistance to a project previously assisted with HOME funds during an existing affordability period
- Operating subsidies
- Project reserve account
- Assistance to ineligible properties such as commercial properties, temporary shelters, emergency shelters and student housing
- Emergency repair program costs

PROJECT PERIOD OF AFFORDABILITY

Period of affordability refers to the length of time HOME assisted units must remain affordable. Deed restrictions or covenants running with the land or other approved mechanisms will ensure the period of affordability, depending on the amount of HOME dollars invested per unit in the project. After the required affordability period, the property may be sold without HOME restrictions. The table below outlines the affordability periods.

ACTIVITY	HOME INVESTMENT	YEARS OF AFFORDABILITY
Homebuyer Activities	Any \$ amount	20 Years
Rehabilitation or Acquisition of Existing Housing	Any \$ amount	15 Years
Refinance of Rehabilitation	Any \$ amount	15 Years

Project		
New Construction or Acquisition of New Housing	Any \$ amount	20 Years

**RENTAL HOUSING PROGRAMS**

Every HOME funded rental housing project must comply with requirements that ensure that the housing is occupied by low or very low-income families, and that rents remain affordable throughout the period of affordability. Refer to HOME Program regulations for specific requirements for occupancy and rent limits.

**HOMEOWNERSHIP PROGRAMS**

Every HOME funded homeownership program is subject to requirements that involve property standards and resale options. Refer to HOME Program regulations for specific requirements.

**FY 2017 PROGRAM YEAR TIMETABLE**

The FY2018-2019 Program Year commences on October 1, 2018; however, funds are not anticipated to be released from the U.S. Department of Housing and Urban Development until December 2018. Organizations receiving awards may **not obligate or expend** any funds until all contract agreements are in place, fully executed and written notification from the Office of Housing and Urban Improvement is received. Failure to comply with this procedure could result in voiding your grant award. Please refer to the FY 2018-2019 RFP Application Timetable on Page 7 of this booklet for an overview of the entire process.

If you have any questions concerning the application process or funding cycles, please contact the Office of Housing and Urban Improvement at 786-4659 for technical assistance.

**2018-2019  
HOME PROGRAM  
APPLICATION**

**PART A – APPLICANT INFORMATION**

1. Applicant Agency Legal Name

2. Main Administrative Address

3. City &amp; State

4. Zip Code:

5. Mailing Address, City, State, Zip Code

6. Email address

7. Administrative Telephone Number ( )

8. Fax Number ( )

9. CEO/Executive Officer

10. Office Phone Number ( )

11. Chief Financial Officer

12. Office Phone Number ( )

13. Contact Person's Name

14. Phone Number including area code ( )

15. Type of Entity (check all that apply)

 Private For-Profit  Private Not-for-Profit Public Agency  Other (Specify) \_\_\_\_\_

Attach certificate of incorporation from the Secretary of State (of Florida), or a printout from Corporations Online, [www.sunbiz.org](http://www.sunbiz.org), Public Inquiry dated within twelve months of due date of this Application, stating that Applicant Agency is active as Exhibit "C". Omission of this document will result in removing the proposal from further review. (N/A only for units of government.)

16. Federal Identification Number: \_\_\_\_\_

17. DUNS #: \_\_\_\_\_

**DUNS NUMBER REQUIREMENT**

*All organizations applying for federal dollars must provide their Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number in the application for funding. Organizations should verify that they have a DUNS number or take steps needed to obtain one as soon as possible. Applicants may obtain a DUNS number by calling 1-866-705-5711.*

**PART B – ORGANIZATION INFORMATION**

Annual Operating Budget for entire organization (Previous Year):

\$

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If your organization received HOME funds for their program in the past, please list amount below:

Year	Project	Amount	Match
2017-2018			
2016-2017			
2015-2016			

**PART C – PROGRAM SUMMARY**

Project Title:

Project Address:

Total Project Cost: \$

HOME funds requested: \$

General category of HOME-eligible project:

- Homeownership – property acquisition
- Homeownership - development of new housing units
- Homeownership - acquisition of existing housing units
- Rental housing – property acquisition
- Rental housing - development of new rental housing (includes group homes)
- Rental housing - acquisition of existing rental housing (includes group homes)
- Rehabilitation of housing - rental or ownership (includes conversions)
- Tenant-based rental assistance
- CHDO Operating
- CHDO – Affordable Housing
- Weatherization

**PART D - PROGRAM DESCRIPTION**

Include in description: Work to be performed, method of approach, number and type of units, specific project goals and anticipated outcomes. If project includes construction, construction plans and detailed construction work description must be attached to the application.

**PROJECT NEED NARRATIVE – Please address the following questions in this narrative:**

1. Describe in detail the affordable housing need that your project will address. How did you identify and measure this need (market analysis, waiting list information, vacancy data, etc.)? Does your analysis clearly document an inadequate supply of affordable, decent, safe, and sanitary housing stock to serve low and moderate households (owners or renters)? Have you taken into account long-term population trends and demographic projections?

2. Document that a reasonable number of persons have expressed a need for the project and have an interest in taking part in the housing assistance that would be provided by the project.
  
3. Does the proposed project address the existence of dilapidated housing or other structures and renewal needs within particular neighborhoods or areas within the community which discourage reinvestment? Explain how:
  
4. Why have you chosen to address this particular affordable housing need? Describe the strategy developed to meet the identified need and explain how the project meets the need. Why do you believe the strategy chosen will be effective?
  
5. How will you measure your project's effects? Does cost/benefit analysis indicate that the project is the best use of public funds?
  
6. Why does your agency require HOME funding to address this need? Have you thoroughly demonstrated that other private and local, State or federal public resources are not available at reasonable cost to address the identified need?
  
7. Have you documented serious efforts to accomplish the leveraging of non-HOME funds for the project? Are there any other resources available to help address the identified need?

#### PERFORMANCE MEASUREMENT

1. **Objective of the Project – Identify one objective that will address by the activity proposed in this application. When selecting an objective, ask what the purpose of the activity is and what is the larger community need that you are seeking to address?**
  - Suitable Living Environment** ⇒ This objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.
  - Decent Affordable Housing** ⇒ This objective focuses on housing programs where the purpose of the program is to meet individual, family or community needs and not programs where housing is an element of a larger effort.
  - Creating Economic Opportunities** ⇒ This objective applies to the types of activities related to economic



commercial revitalization and/or job creation.

2. **Expected Outcome of the Project – Identify one outcome category that best reflects what you are seeking to achieve (the results) in funding a particular activity. When selecting an outcome ask what type of change or result you are seeking.**

- Availability/Accessibility** ⇒ This outcome category applies to activities that make services, infrastructure, housing or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
- Affordability** ⇒ This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation of maintenances of affordable housing, basic infrastructure hook-ups or services such as transportation or day care.
- Sustainability** ⇒ Promoting Livable or Viable Communities – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons to low and moderate income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

3. **Please describe how the proposed project fits the needs of the population to be served, how the target population’s needs are assessed and the performance measures to be used to evaluate the success of the proposed project. If necessary, attach a separate sheet.**

**Project Beneficiaries**

\_\_\_\_ # OF UNITS WILL SERVE 0% - 30% OF AREA MEDIAN INCOME

\_\_\_\_ # OF UNITS WILL SERVE 31% - 50% OF AREA MEDIAN INCOME

\_\_\_\_ # OF UNITS WILL SERVE 51% - 60% OF AREA MEDIAN INCOME

\_\_\_\_ # OF UNITS WILL SERVE 61% - 80% OF AREA MEDIAN INCOME

\_\_\_\_ TOTAL NUMBER OF UNITS

**Project Strategy**

1. Has your organization developed a well-reasoned, cost-effective, appropriate, and achievable strategy that can be reasonably accomplished with available community resources, as well as any other necessary state and federal public housing resources? Please describe the strategy:

2. Have you documented that the project is appropriate for the area housing market considering options of rehabilitation, new construction, or adaptation of vacant buildings to meet housing needs? Have you documented that the proposed number of project units is appropriate given a market analysis? If yes, please describe how:

3. Is the project located in an area that provides project beneficiaries with access to essential community services such as schools, medical services, shopping, and transportation?
  
4. Does the proposal identify innovative strategies in the project's planning and design? Innovative strategies may include: energy conservation measures, value engineering measures, the use of longer lasting materials, other cost effective measures, enhanced physical accessibility, land use, aesthetically pleasing and/or historically correct design elements, financing, partnerships or other approaches the applicant believes to be an innovative practice.

#### **Development Capacity**

1. Describe the purpose and mission of your agency. Include the length of time the agency has been in operation. Discuss the long-term stability of your agency and its demonstrated track record and experience in completing quality development and/or in management of low-income housing. Provide your agency's 1-year and 5-year goals.
  
2. Describe the capacity of your agency to undertake the proposed project. Describe any prior experiences in similar efforts. Identify the personnel who will be responsible for day-to-day project management and financial management. Describe their qualifications for the task. Will any contracted services be necessary to carry out the project?
  
3. Have you carefully considered all potential environmental, regulatory and technical issues which could impact the timely start-up and successful implementation of project activities?

4. Demonstrate your organization's readiness to proceed with the project if awarded HOME funds, including the firm commitment of all non-HOME funds and resources. Applicants must show that the project will be completed within the contract period.
  
5. Provide evidence of firm site control and evidence that site is properly zoned.
  
6. Discuss construction plans and detailed work description for any project containing construction activity. **Submittal of 8 ½" x 11" floor plans and site plan of your construction project drawn to scale** is required with this application. ►  
Note: **Construction Project Checklist** on page 16 of this application must be completed for all construction projects.
  
7. Have you successfully fulfilled commitments from any prior year HOME grant awards from any jurisdiction?

#### **Financial Management**

1. Document interim and permanent financing commitments to ensure the viability of the project. Letters of commitment should be attached.
  
2. Does your proposal demonstrate that the total project budget is adequate to complete the project as described and fulfill the stated need? Provide a line item budget narrative for the project.
  
3. Discuss how the HOME funding will provide gap financing only for your project.
  
4. Explain how HOME dollars are leveraged to the maximum extent possible.

5. Discuss the non-HOME sources of funds for your project. Include commitment letters from all non-HOME sources of funds.
  
6. Discuss how your Uses of Funds spreadsheet demonstrates you have made realistic cost assumptions and have considered all costs associated with the project.
  
7. Demonstrate that a minimum but appropriate amount of funds will be budgeted for soft costs (development fees, attorneys, consultants, architects, etc.).

**Match Requirement**

Explain how the required 25% match will be provided and describe the type of program eligible match that will be provided. In general, to be considered eligible match, a contribution must be made from non-federal sources. Contact staff with questions regarding eligible match.

**PART E – PROJECT IMPLEMENTATION SCHEDULE**

Project Budget

<input type="checkbox"/>	New Project	<input type="checkbox"/>	One-Time Funding Request
<input type="checkbox"/>	Ongoing Project with HOME Support	<input type="checkbox"/>	On-going Project with Other Support
		<i>Anticipated Completion (Month/Year)</i>	<i>Actual Completion (Month/Year)</i>
<b>Financing</b>			
	<i>Construction Loan Commitment</i>		
	<i>Construction Loan Closing</i>		
	<i>Low Income Housing Tax Credits</i>		
	<i>Grant Commitment (List Separately)</i>		
	<i>Permanent Loan Commitment</i>		
	<i>Permanent Loan Closing</i>		
	<i>Other</i>		
	<i>Other</i>		
<b>Project Start-up</b>			
	<i>Site Acquisition</i>		
	<i>Zoning</i>		
	<i>Design Completion</i>		
	<i>Construction Bid Award</i>		
	<i>Marketing</i>		
	<i>Other</i>		
	<i>Other</i>		
<b>Project Activities</b>			
	<i>Issue Notice to Proceed</i>		
	<i>Complete Construction</i>		
	<i>Marketing</i>		
	<i>Pre-qualified Activities</i>		
	<i>Homebuyer Workshop</i>		
	<i>Rehabilitation</i>		
	<i>Rent-up</i>		
	<i>Close-out</i>		
	<i>Other</i>		
	<i>Other</i>		

**PART F – FINANCIAL SOURCES OF FUNDS**

Please list sources of funding for the project. List both the funding source and the agency which administers the program. Include financing, grants, donations, and equity. Attach letter(s) of commitment. Identify each source as to TYPE by noting after name (L) for Loan, (G) for Grant, or (E) for Equity. Identify each source by DESCRIPTION CODE using the codes from the list below. Indicate in the STATUS column whether (P) Proposed, (R) Requested, or (A) Approved.

**\*\*TOTAL SOURCES OF FUNDS MUST EQUAL TOTAL USES OF FUNDS**

SOURCE	AMOUNT	TYPE	DESCRIPTION CODE	STATUS	RATE %	LOAN TERM (YRS)	AMORTIZATION PERIOD (YRS)	ANNUAL DEBT SERVICE	DATE REQUESTED	COMMITMENT DATE
<b>TOTAL SOURCES</b>										

**DESCRIPTION CODES**

- 1. Other Loan (Conventional)
- 2. Low-Income Housing Tax Credit
- 3. Other Subsidies
- 4. Equity/Deferred Fees
- 5. Housing Agency Bond
- 6. State & County Grants
- 7. Foundations
- 8. Other Grants
- 9. Other HUD
- 10. Other Loans (Subsidized)
- 11. CDBG
- 12. Others

**Left Blank Intentionally**



**FINANCIAL – USES OF FUNDS**

	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	TOTAL PROJECT BUDGET
<b>LAND/BUILDING ACQUISITION</b>							
Land							
Existing Structure							
Demolition							
Homebuyer’s Assistance							
<b>TOTAL LAND &amp; BUILDING COSTS</b>							
<b>SITE WORK</b>							
Site Work							
Environmental							
Other							
<b>TOTAL SITE WORK</b>							
<b>CONSTRUCTION &amp; REHAB</b>							
New Building							
Rehabilitation							
General Requirements							
Contractor Overhead & Profit							
Construction Contingency							
Community Revitalization							
Other							
<b>TOTAL CONSTRUCTION &amp; REHAB COSTS</b>							
<b>SUBTOTAL</b>							

**FINANCIAL – USES OF FUNDS**

	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	TOTAL PROJECT BUDGET
<b>PROFESSIONAL WORK &amp; FEES</b>							
Architect Design							
Architect Supervision							
Real Estate							
Engineer/Surveyor							
Other							
<b>TOTAL PROF. WORK &amp; FEES</b>							
<b>CONSTRUCTION/INTERIM FEES</b>							
Hazard & Liability Insurance							
Credit Report							
Construction Interest							
Inspection Fees							
Title & Recording							
Taxes							
Other							
<b>TOTAL CONSTRUCTION/INTERIM FEES</b>							
<b>PERMANENT FINANCING FEES</b>							
Credit Report							
Discount Points							
Origination Fees							
Title & Recording							
Other							
<b>TOTAL PERMANENT FINANCING FEES</b>							
<i>SUBTOTAL</i>							

**FINANCIAL – USES OF FUNDS**

	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	SOURCE	TOTAL PROJECT BUDGET
<b>SOFT COSTS</b>							
Feasibility Appraisal							
Market Study							
Environmental Study							
Tax Credit Fees							
Cost Certification							
Other							
<b>TOTAL SOFT COSTS</b>							
<b>DEVELOPER'S FEES</b>							
Developer's Overhead							
Developer's Fees							
Consultant Fee							
<b>TOTAL DEVELOPER'S FEES</b>							
<b>PROJECT RESERVES</b>							
Rent-Up Reserve							
Operating Reserve							
Replacement Reserve							
Escrow							
Other							
<b>TOTAL PROJECT RESERVES</b>							
<i>SUBTOTAL</i>							
<b>GRAND TOTAL PROJECT COSTS</b>							

**\*\*TOTAL USES OF FUNDS MUST EQUAL TOTAL SOURCES OF FUNDS**

## PART F – ATTACHMENTS / INSTRUCTIONS

Please attached the following information relating to your organization:

- Audited financial audit with management letter (most current)
- Articles of Incorporation and Bylaws
- Board of Directors
- Current Certificate of Good Standing
- Conflict of Interest Statement
- Mission Statement
- Scope of Work
- Annual Report of your organization (most current)
- Organizational Budget (most current)

**Submit three (3) copies paper and one (1) original of each application** are required.

## PART G - CERTIFICATIONS AND AUTHORIZATION

I hereby certify by reading and initialing each statement listed below that the:	Please check each box as applicable
Information contained in this application is complete and accurate.	<input type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified HOME areas.	<input type="checkbox"/>
Applicant acknowledges that only an executed contract with the City authorizes the initiation of project services or activities and incurring expenditures.	<input type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for HOME funded projects, which may delay the project start.	<input type="checkbox"/>
Applicant acknowledges that the project should be completed within two fiscal years after funds are awarded; if not HOME funds <u>may</u> be subject to reprogramming.	<input type="checkbox"/>
Applicant will comply with all federal and City statutes, regulations and requirements imposed on the project funded in full or in part by the HOME program.	<input type="checkbox"/>
Applicant certifies that the organization has the capacity to comply with all requirements of the program.	<input type="checkbox"/>
Applicant will not use funds for grant writing, fundraising or lobbying per OMB Circular A-87.	<input type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the City.	<input type="checkbox"/>
Applicant acknowledges that HOME funds are subject to review of supporting expenditure documentation and must be approved by City staff prior to payment.	<input type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with HOME program regulations.	<input type="checkbox"/>
Applicant possesses the legal authority to apply for HOME funds and to execute the project.	<input type="checkbox"/>
Applicant does not have any unresolved audit findings for prior HOME or other federally-funded project.	<input type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input type="checkbox"/>

**PART H – STATEMENT OF ASSURANCES**

I, \_\_\_\_\_ certify that \_\_\_\_\_  
(Name / Title) (Organization)

- Will minimize displacement of persons or businesses as a result of activities associated with HOME funds;
- Will conduct and administer its program in conformance with Title IV of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, and affirmatively further fair housing;
- Will comply with 24 CFR 570.608 regarding notification, inspection, testing and abatement procedures concerning Lead-Based Paint;
- Will comply with the other provisions of the HOME program, including Labor Standards;
- Documentation of compliance with the above certification will be maintained in the organization's files.

Signature of Authorized Signatory:

Date:

## CERTIFICATION #1

### CERTIFICATION REGARDING CIVIL RIGHTS ACT, AMERICANS WITH DISABILITIES ACT AND LOBBYING

#### The Applicant certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (b) Its governing body has in an official meeting open to the public duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the sub-recipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the sub-recipient to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (c) The grant will be conducted and administered in compliance with:
  - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.);
  - (2) The Fair Housing Act (42 U.S.C. 3601-20).
- (d) It will affirmatively further fair housing.
- (e) It has developed its proposed activity so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the sub-recipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.
- (f) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1).
- (g) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under section 104(d) of the Act (including a certification that the

sub-recipient is following such a plan); the relocation requirements of Section 570.606(c) governing displacement subject to section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act.

(h) To the best of my knowledge and belief that:

- No Federal appropriated funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, it will complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

(i) It will comply with the other provisions of the Act and with other applicable laws.

\_\_\_\_\_  
**Signature of Authorized Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print Name and Title**

**Certification #2**  
**Certification of Compliance with the City of Pompano Beach**  
**Conflict of Interest and Procurement Policies**

Name of applicant: \_\_\_\_\_

**HEREBY TAKES NOTICE OF AND WARRANTS** that it is not in violation of, or has not participated, and will not participate, in the violation of any of the following Conflict of Interest and Procurement Policies:

**I. City of Pompano Beach and HUD Requirements**

**(A) Conflict of Interest** - It shall be unlawful for any employee of the city to participate, directly or indirectly, through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering advice, investigation, auditing or otherwise, in any proceeding or application, request for ruling or other determination, claim or controversy or other matter pertaining to any contract or subcontract and any solicitation or proposal therefore to the employee's knowledge there is a financial interest possess by:

- (1) The employee or the employee's immediate family;
- (2) A business other than a public agency in which the employee or a member of the employee's immediate family serves as an officer, director, trustee, partner or employee; or
- (3) Any other person or business with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment.

**(B) Gratuities and Kickbacks Prohibited.**

**Gratuities** - It is unlawful for any person to offer, give or agree to give to any person, while a city employee, or for any person, while a city employee, to solicit, demand, accept or agree to accept from another person, anything of a pecuniary value for or because of:

- (1) An official action taken, or to be taken, or which could be taken;
- (2) A legal duty performed, or to be performed, or which could be performed; or
- (3) A legal duty violated, or to be violated, or which could be violated by such person while a city employee.

Anything of nominal value shall be presumed not to constitute a gratuity under this section.

**Kickback** - It is unlawful for any payment, gratuity or benefit to be made by or on behalf of a subcontractor or any person associate therewith as an inducement for the award of a subcontract or order.



**(C) 24 CFR 576.57(d) and 24 CFR 92.356 - Conflict of interest**

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that receives emergency shelter grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds there under, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e) and/or 92 CFR 92.356 (f) (2).

**(D) OMB Super circular - Code of Conduct and Procurement**

The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**The recipient shall maintain written procurement procedures, which comply with both state and Federal laws and regulations, and at least prescribe the following five procurement methods, described in more detail at 24 CFR 200.318:1. Procurement by micro-purchases (new procedure, \$3,000 threshold, no competition required).**

- 2. Procurement by small purchase procedures (simplified acquisition threshold).**
- 3. Procurement by sealed bids (formal advertising).**
- 4. Procurement by Competitive Proposal (used when sealed bid method ID is not appropriate).**
- 5. Procurement by noncompetitive proposals (sole source).**

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

### Certification #3

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS**

1. By signing and submitting these certifications, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b) Have not within a three-year period preceding this award, been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, local) contract or subcontract; violation of federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in b) above;
  - d) Have not within a three-year period preceding this award, had one or more contracts (federal, State, or local) terminated for cause or default;
  - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any federal agency; and
  - f) Will require that the language of this certification to be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Agency shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Agency learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of Agency is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

5. This certification submitted to the City of Pompano Beach is a material representation of fact upon which reliance will be placed when evaluating Agency's application and entering into a contract agreement upon an award of funds. If it later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of Pompano Beach may terminate the contract for default.

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_