**Housing Assistance Council**

**HAC 2012 PLANNING AND PREDEVELOPMENT CAPACITY BUILDING INITIATIVE**

**PROGRAM DESCRIPTION**

HAC is an equal opportunity lender.

GENERAL PROGRAM INFORMATION

With support from Enterprise Community Partners (ECP) and the U.S. Department of Housing and Urban Development (HUD), HAC has created the 2012 Planning and Pre-Development Capacity Building Initiative (PPCBI), a re‐granting program of awards up to $20,000, to fund local rural, sustainable affordable housing development and related capacity building. Selected grant recipients must use the funds to support pre-development and staff capacity building in their housing activities by November 30, 2013.

HAC’s PPCBI is designed to encourage the development and preservation of affordable single and multi-family housing, in rural America. When carefully planned, selected, and implemented, even modest measures can result in significant conservation of resources and improved quality of life.

Grants will be awarded to experienced nonprofit affordable housing developers.

Uses of the grant funds are flexible and include project planning and pre- development costs, staff support, and training. Units assisted must be for low‐income households in rural communities.

This competitive program opens September 10, 2012 with applications due by October 2, 2012. Awards will be announced by October 31, 2012.

ELIGIBLE APPLICANTS

* Community Housing Development Organizations (CHDOs)
* Tribally Designated Housing Entities (TDHEs)
* See Appendix A for Alternative Nonprofit Eligibility (must complete checklist)
* See Appendix C for rural designation eligibility.
  + For applicants seeking organizational capacity building support, *their* ***main office*** *must meet the rural designation.*
  + For applicants seeking project planning/predevelopment support, *their* ***project location*** *must meet the rural designation.*

MINIMUM REQUIREMENTS

* Good Standing Certificate
* Most recent audited financial statements (within 9 months of August 31, 2012) and current interim financial statements
* List of board members with affiliations
* See Appendix A for Alternative Nonprofit Eligibility (must complete checklist)
  + If self-selecting under Alternative Nonprofit Eligibility, please include: copy of bylaws, articles of incorporation, “Standards for Financial Management Systems”, and complete the board roster under Appendix B.
* Minimum development experience of at least *10* units within the last *five* years

ALLOWABLE CAPACITY BUILDING COSTS

Allowable Capacity Building Costs

**PLANNING AND/ OR PRE-DEVELOPMENT:**

 Consultants’ fees for architectural or engineering services, feasibility studies, environmental reviews, neighborhood planning, or other professional services for project planning.

**ORGRANIZATIONAL CAPACITY BUILDING:**

 Staff salaries, staff or board training on housing development, financial management, economic development, asset management, board development, technology, or other such trainings delivered through seminars/workshops or by a consultant.

APPLICATION REVIEW PROCESS/DUE DATE

This competitive program opens September 10, 2012; **applications must be received in HAC’s office by 5p.m. EST on October 2,** **2012**. *Unfortunately, faxed and electronic copies cannot be accepted*. Awards will be announced by October 31, 2012. Please submit your paper application (*original and one copy*) to:

Housing Assistance Council

Attn: HAC PPCBI

1025 VERMONT AVENUE, NW SUITE 606

WASHINGTON, DC 20005

For additional information pertaining to the application process, contact Jeff Mosley or Montika Brooks at 202-842-8600 or by email at jeff@ruralhome.org or montika@ruralhome.org.

**TIPS FOR A SUCCESSFUL APPLICATION**

APPLICATION NARRATIVE AND ATTACHMENTS

Instructions for completion of narrative sections*: Please provide narrative responses to the following sections. When using Microsoft Word or other word processing software; please be sure to use the appropriate headings to identify each of the sections. Narrative responses should be limited to a maximum of five (5) pages total for Sections I, II, III and IV of the application.* ***PLEASE BE SPECIFIC.***

SECTION I. ACCOMPLISHMENTS IN AFFORDABLE HOUSING DEVELOPMENT SINCE 2008

Accomplishments should include specific affordable housing development projects or specific efforts taken in the pursuit of developing or preserving affordable rural single- and multi-family housing. Please identify whether specific populations, including Native Americans, were served (e.g. seniors, veterans, people with disabilities, etc.)

SECTION II. PROPOSED PROJECT

Proposed project narrative should include specific description of the proposed project, to include: a thorough description of each specific population and income range being served (See Section X), development type (i.e. new construction or rehabilitation, single-family or multifamily, and the estimated predevelopment and construction cost and timeline, along with key milestone dates. The response to this section should also address how this project fits within the organization’s mission and community’s needs (e.g. how does this project relate to the applicable Consolidated Plan?)

\*\***PLEASE BE SPECIFIC\*\***

SECTION III. PROPOSED USES OF REQUESTED FUNDS

Some examples of allowable uses of the funds are salaries, benefits and overhead costs of housing and housing‐related development staff; training of such staff; and/or planning and pre-development soft costs of housing development. **Applicants must show how the proposed use of funds will lead to the development, and/or preservation, of permanent housing for low‐income people in rural areas. The program phase of the Initiative concludes on November 30, 2013. Please show which proposed activities and use of funds will be completed by this date.**

SECTION IV. PROPOSED MEASURES OF SUCCESS AND ACCOUNTABILITY

Describe the measures of success you expect from completing the proposed project. Measures of success include, the number of units produced and/or rehabilitated, amount of reduction of construction material waste, dollar value of reduced utility costs to the homeowners/tenants, gallons of reduced of water usage, amount of reduced average monthly mortgage or rental costs, increased staff capacity to plan or manage affordable housing initiatives, or others. Additional measures include the amount of leveraged non-federal funding/financing committed to the project and the demonstration of how this project is linked to a broader area revitalization, transportation, or other strategic initiative.

SECTION V. ATTACHMENTS

**REQUIRED**

* Most recent audited financial statements (within 9 months of August 31, 2012) and current interim financial statements
* 501 (c)(3) tax identification letter or CHDO/TDHE designation, or if not either of these entities then complete the checklist located in Appendix A
  + If self-selecting under Alternative Nonprofit Eligibility under Attachment A, please include: copy of bylaws, articles of incorporation and “Standards for Financial Management Systems”. Attachment B must also be completed.
* List of Board Members with their Individual Affiliation

**OPTIONAL**

* Latest annual report
* Other brief background material such as press clips, brochure

APPLICANT INFORMATION

SECTION VI. CONTACT INFORMATION

**Organization Name: Organization Acronym: Executive Director:**

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**Executive Director Email:**

**Application Contact Person: Position/Title:**

**Address Line 1:**

**Address Line 2:**

**City/Town/Borough:**

**County/Parish:**

**State:**

**Zip Code:**

**Phone Number:**

**Fax Number:**

**Email:**

**Website:**

SECTION VII. ORGANIZATIONAL INFORMATION

**Date Incorporated (mm/yy): Federal Tax ID #:**

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| **|Number of Part‐Time Staff:|** |
| $ |

**Mission of Organization:**

**Number of Full Time Staff: Current Year Organizational Budget:**

SECTION VIII. POPULATION SERVED

**Income of population served: (Check all that apply):**

 30 to 50% AMI

 51 to 60% AMI

 61 to 80% AMI

 Above 80% AMI

SECTION IX. HOUSING DEVELOPMENT EXPERIENCE

**Total number of affordable housing units developed:**

**Total number of affordable housing units**

**developed in the last 5 years:**

Multifamily Single

Family Multifamily Single Family

Rehab Rehab

**Previous housing development funding.**

|  |  |
| --- | --- |
| **Source** | **Amount** |
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**(add a separate sheet of paper if you have more sources):**

***(Please only include last 5 years)***

SECTION X. PROPOSED PROJECT INFORMATION *(if applicable)*

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| Choose an item. | |
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|  30 to 50  51 to 60  61 to 70  71 to 80 | |

**Type of project (subdivision and/or scattered sites): Project name:**

**Project status:**

**Total number of proposed project units:**

**Total project cost (includes unit construction): Total project cost per unit:**

**City/town/borough & county of proposed project:**

**Population of town/county(s): County(s) served:**

**City/town & county(s) population:**

**State:**

**County(s) Median Income:**

**Income served by project (% of AMI);**

**check all that apply:**

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| **Source** | **Amount** | **Status** |
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**Proposed project development funding**

**(add a separate sheet of paper if you**

**have more sources):**

APPLICATION CERTIFICATION

I certify that the information on this HAC PPCBI Application and attachments hereto are complete and current to the best of my knowledge. Furthermore, I understand that intentional misrepresentation of facts may be the basis for denial of funding.

Signature of Executive Director

Printed Name

Date

**APPENDIX A**

**If your organization is not a CHDO or Tribally Designated Housing Entity (TDHE), then it must meet all of the following criteria:**

1. Is organized under federal, state or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation;
2. Is governed by a board of directors composed of community residents, business, and civic leaders -- this includes faith based community development corporations (the community may be a neighborhood or neighborhoods, town, village, borough, county, or multi-county area, but not the entire state); **Complete Appendix B outlining the board members and their affiliations.**
3. has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low income;
4. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;
5. Has a tax exemption ruling from the Internal Revenue Service under Section 501(c) (3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1);
6. Has standards of financial accountability that conform to 24 CFR 84.21, “Standards for Financial Management Systems”;
7. Is not an agency or instrumentality of a state or local government.

**An organization that does not qualify under paragraph (1) through (8) may also be determined to qualify as an eligible entity if it meets one of the following requirements:**

1. Is an entity organized pursuant to section 301(d) of the Small Business Investment

Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or

1. Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended: or
2. Demonstrates to the satisfaction of HAC, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under paragraph (1) through (8) of this section.

***HAC reserves the right to request further documentation if you check these boxes.***

**APPENDIX B – Board of Directors Roster**

**If you are completing the checklist in Appendix A then fill out this table as referenced in criteria #2.**

|  |  |  |
| --- | --- | --- |
| **Board Member Name, incl. Role (i.e. Chair, etc.)** | **Affiliation (e.g. business, civic, local resident, etc.)** | **Community Resident (Yes/No)** |
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**APPENDIX C**

**Eligible Rural Areas** – All applicants must meet this criteria in order to be considered:

The PPCBI Fund Capacity Building Grant Application is limited to support activities and projects of eligible organizations and entities, where these projects or activities are located in and/or benefit non-metro counties or jurisdictions of less than 10,000 population located in metro counties, where these jurisdictions are not contiguous to one or more jurisdictions with a population greater than 10,000.

Remember,

o For applicants seeking organizational capacity building support, their main office must meet the rural designation.

o For applicants seeking project planning/predevelopment support, their project location must meet the rural designation.

HAC will also review applicants’ rural eligibility.