# **GENERAL INFORMATION**

This is a grant initiative of The Home Depot Foundation. The purpose of the 2019 Affordable Housing for Rural Veterans Initiative is to support local nonprofit housing development organizations that help meet the affordable housing needs of veterans in rural areas. Work supported will be bricks-and-mortar projects that support temporary and/or permanent housing for veterans, depending on the needs of the local community. The Housing Assistance Council (HAC) is working with The Home Depot Foundation (THDF) on the marketing and application process.

Maximum grant awards will be $30,000. Qualified projects can provide both temporary and permanent housing for veterans, depending on the local needs of the community.

**Please submit your proposal by March 11, 2019 5:00 pm ET**.

# **ELIGIBLE USES OF FUNDS**

Uses of the grant funds are for development and/or rehabilitation projects and are flexible. Projects can include home repair, homeownership, multi-family rental development and preservation, and housing for homeless veterans. The grant will be for one year. Units built/preserved must be for low-income veterans (as defined by the Department of Veteran Affairs) in rural areas.

Funds must go to costs related to specific hard and soft development and/or rehabilitation projects. Allowable expenses include hard and soft costs directly related to the construction and rehabilitation of units.  Unless acting as the general contractor, general project management and administration fees are ineligible.

# **APPLICATION SCORING**

HAC will score applications based on the following criteria:

* Organizational Capacity. Applicants must show a minimum level of organizational capacity as demonstrated by financial statements, administrative funding support, internal policies and procedures, and regular oversight by the Board of Directors.
* Proposed Use of and Need for Funds. Applicants must clearly outline the program/project to be funded through the initiative. The program/project description should illustrate how the proposed activities will help the organization increase veterans’ housing development and/or lead to a more sustainable rural veterans’ housing program.
* Projected Outcomes. Applicants must clearly identify the desired outcomes of the proposed program/project and demonstrate the anticipated impact of the funded activity on veterans’ housing development, and the economic security of veterans in rural areas.

# **POST-GRANT AWARD REQUIREMENTS**

If funded, all AHRV grantees must complete the following:

* Execution of a contract/agreement.
* Submission of interim, final progress and financial reports. Grantees will be required to submit quarterly progress reports detailing program activity. THDF reserves the right to suspend or terminate funding to those grantees that do not show reasonable progress under the award, *as well as those grantees that fail to submit required documentation*.

# **APPLICATION SUBMISSION AND DUE DATE INFORMATION**

Grant applications emailed after 5:00 pm ET on March 11, 2019 will not be accepted. Please send all documents via email to (US mail, delivery service, or facsimiles submissions are not accepted):

Housing Assistance Council

Attn: Affordable Housing for Rural Veterans

[ahrv@ruralhome.org](mailto:ahrv@ruralhome.org)

Required submission documents:

* Complete grant application signed by an authorized representative
* Tax Exempt Legal status of applicant (IRS Letter) or tribal designation
* Current fiscal year operating budget with YTD actual through at least July 30, 2018
* Most recent audited financial statements or IRS form 990
* List of board members with affiliations
* Proposed program/project budget
* *If multifamily rehab* - assurance of occupancy

For questions pertaining to this grant application, please contact Anselmo Telles or Cheryl Cobbler at [ahrv@ruralhome.org](mailto:ahrv@ruralhome.org).

# **TIPS FOR COMPLETING THE APPLICATION**

* Incomplete applications will not be reviewed; ONLY complete and properly executed applications will be considered. Unfortunately, we cannot accept additional updates after the submission deadline.
* The application is available in Microsoft Word. Handwritten applications or formats other than Microsoft Word or Adobe PDF will not be accepted.
* Click on each field to enter information. Once data is entered in a field, use the ⇧ and ⇩ arrows on your keyboard to maneuver to the next field. DO NOT use the “Tab” or “Enter” keys after data is entered in a field.

SECTION I. REQUEST AMOUNT

Applicants may request up to $30,000.

|  |  |
| --- | --- |
| Amount requested: | $ |

# **SECTION II. ORGANIZATION INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization name: |  | | | | | | | |
| Address: |  | | | | | | | |
| City |  | State: | |  | | Zip Code: |  | |
| Phone #: |  | Fax #: | |  | | | | |
| Executive Director: |  | | | | | | | |
| Executive Director email: |  | | | | | | | |
| Application contact person: |  | | | | | | | |
| Contact phone #: |  | | Ext #: | |  | | | |
| Email address: |  | | | | | | | |
| Type of organization: | 501(c)(3)  501(c)(4)  Housing Authority  Tribal Housing Entity  Other Click or tap here to enter text. | | | | | | | |
| Federal tax ID#: |  | | | | | | | |
| Organizational Designations | Community Action Agency (CAA/CAP)  Community Based Development Organization (CBDO)  Continuum of Care (CoC)  Community Development Corporation (CDC)  Community Development Financial Institution (CDFI)  Certified Loan Packaging Agency for USDA RD  HUD Approved Housing Counseling Agency  Certified Community Housing Development Organization (CHDO)  Mutual Self-Help Housing Agency | | | | | | |

SERVICE AREA

|  |  |  |  |
| --- | --- | --- | --- |
|  | **County 1** | **County 2** | **County 3** |
| Name of county: |  |  |  |
| [County population (#):](http://quickfacts.census.gov/qfd/index.html) |  |  |  |
| [County AMI ($):](http://quickfacts.census.gov/qfd/index.html) |  |  |  |
| AMI served (range % to %): |  |  |  |
| HAC high needs areas served\* |  |  |  |
| HAC underserved populations\*\* |  |  |  |

***\*HAC high needs areas served are:*** *Appalachia, Indian Country, Mississippi Delta, SW Border Colonias, and N/A. Please circle all that apply.*

***\*\*HAC underserved populations are:*** *African Americans, Farmworkers, Hispanics/Latinos, Native Americans, and NA. Please circle all that apply.*

**ADDITIONAL COUNTIES.** Please list any additional counties in the organization’s primary service area.

|  |
| --- |
| *Click here to enter text.* |

**HOME DEPOT CONNECTION**

Are you a grantee of Home Depot or The Home Depot Foundation? (Y/N) If yes, please describe current grant.

Has your organization participated in Home Depot’s *Aprons in Action* program? (Y/N) If yes, please describe current grant.

**MISSION AND ACTIVITIES.**Please provide the organization’s mission and summarize the major services and programs offered.

|  |
| --- |
| *Click here to enter text. (No more than 1/2 page)* |

|  |  |
| --- | --- |
| Website | *Please provide URL of organization’s website if available* |

**VETERANS’ HOUSING EXPERIENCE.**In the table below, please summarize the organization’s experience in development of housing for veterans.

|  |  |  |
| --- | --- | --- |
| Years of affordable housing development experience (#): |  | |
|  | ***Past 5 Years*** | ***Last Year (2017)*** |
| Veterans’ housing units developed, repaired, or preserved (#) |  |  |
| Other housing units developed, repaired, or preserved (#) |  |  |

# Briefly discuss the organization’s veterans’ housing development experience highlighting the past five (5) years. What have been the major accomplishments?

|  |
| --- |
| *Click here to enter text. (No more than 1/2 page)* |

**HOUSING GOALS.** What are the organization’s veterans’ housing goals for the next five (5) years? Are there specific programs the organization will begin to offer or expand? Is there a plan to increase the organization’s service areas or to serve more clients?

|  |
| --- |
| *Click here to enter text. (No more than 1/2 page)* |

**HUMAN CAPITAL.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full-time | Part-time | Volunteer |
| Staff (#) |  |  |  |
| Board (#) |  |  |  |

*Please attach copy of board list with names and affiliations of board members.*

SECTION III. FINANCIAL STATUS.  
Please submit current financial statements in your submission documents.

**BUDGET**

|  |  |
| --- | --- |
| Current fiscal year operating budget ($) |  |

# *Please attach current operating budget with revenue sources and expenses.*

**SOURCE OF FUNDS.** List revenue sources for operating budget above. Add as many lines as needed.

|  |  |
| --- | --- |
| **Source (name)** | **Amount ($)** |
|  |  |
|  |  |

**AUDITED FINANCIAL STATEMENTS**. Organization must have completed an external audit in the last 12-18 months or completed IRS form 990 if the organizational budget is less than $750,000. Please attach organization’s most recent audited financial statements.

**Fiscal year of Audit**:

**Did the audit have any findings or material weakness?** (Y/N) If so, were they resolved?

|  |
| --- |
| *Click here to explain. (No more than 1/2 page)* |

**IRS Form 990**. For organizations with budgets under $750,000 that have not completed an audit in the last 12-18 months, please attach organization’s most recent IRS Form 990.

|  |  |
| --- | --- |
| **Total Assets from 990** | $ |
| **Total unrestricted assets** | $ |
| **Percent of assets that are unrestricted** | % |

# **SECTION IV. APPLICATION NARRATIVE *(Section IV may not exceed three (3) pages.)***

**PROPOSED USE OF FUNDS.**

The goal of the AHRV program is to increase the availability of affordable housing for veterans in rural communities. How would the organization use the requested grant funds to support this goal? Describe the proposed program/project in detail *(# of units, type of unit, female veterans served, special adaptive features included – please also provide specific addresses where veterans have been pre-identified; include addresses as separate chart attachment, if necessary –MUST provide eligibility determination printout as outlined in exhibits)*. Please include goals of the project, scope of work, and proposed timeline for the use of funds. How will the proposed activities help the organization meet the veterans’ housing needs in the communities it serves? How many units of veterans’ housing will be built or preserved? How many women veterans will be served? How many wheelchair or other accessibility features will be added?

|  |
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| *Click here to enter text. (No more than two pages)* |

How would the organization use other resources to match support from this grant? NOTE: There is no match requirement.

|  |
| --- |
| *Click here to enter text. (No more than 1/2 page)* |

# Project or unit address/location (Please provide physical address).

|  |
| --- |
| *Click here to enter text. (No more than 1/2 page)* |

# **SECTION V. REQUIRED EXHIBITS CHECKLIST**

Please label and attach the exhibits listed below:

|  |  |
| --- | --- |
| **Exhibits** | **Attached** |
| Completed grant application signed by an authorized person | x |
| Budget Attachment A | x |
| Board List Attachment B | x |
| Rural eligibility determination printout (<http://eligibility.sc.egov.usda.gov>) | x |
| Tax exempt legal status of applicant (IRS Letter) or THDE designation | x |
| Current fiscal year operating budget with YTD actual through at least July 30, 2018 | x |
| Most recent audited financial statements or IRS form 990 | x |
| If **MULTIFAMILY REHAB** - Assurance of Occupancy – Please submit management agreement, lease, or other binding agreement that assures that the units assigned to veterans will be occupied by veterans and for how long (minimum requirement for ownership units is 7 years, and 15 years for rental). | x |

# **SECTION VI. APPLICATION CERTIFICATION**

As an authorized signer for the applicant, I certify that the information contained in this Affordable Housing for Rural Veterans grant 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 grant funding.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name and title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Organization:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Budget | | | | | | AHRV Request (a) | Other Resources (b) | Project Total (a+b) |
| Personnel - *Cost of employee salaries and wages* ***(limited to 15%, if* not acting as GC***).*  *For each person provide the time commitment to the project in hours & wage rate.* | Employee | | Hours | Rate | | $ |  |  |
|  | |  |  | | $ |  |  |
|  | |  |  | | $ |  |  |
|  | |  |  | | $ |  |  |
| Fringe *- Cost of employee fringe benefits.* |  | | | | | $ |  |  |
|  | | | | | $ |  |  |
| Travel *- Cost of project-related travel*  *For each trip show the number of traveler(s), destination, and other related costs.* | # | Destination | | | Costs | $ |  |  |
|  |  | | | $ | $ |  |  |
|  |  | | | $ | $ |  |  |
|  |  | | | $ | $ |  |  |
| Equipment - *Cost of property worth* *over $5,000 each*  *Provide a description of the equipment, the number of and cost per unit, the total cost and a plan for use on the project.* | Equipment #1: | | | | | $ |  |  |
| Equipment #2: | | | | | $ |  |  |
| Equipment #3: | | | | | $ |  |  |
| Equipment #4: | | | | | $ |  |  |
| Supplies - *Cost of tangible property not listed under equipment.*  *Specify general categories of supplies and goods.* | Category #1: | | | | | $ |  |  |
| Category #2: | | | | | $ |  |  |
| Category #3: | | | | | $ |  |  |
| Category #4: | | | | | $ |  |  |

***Note: Only complete relevant sections.***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | | | | **AHRV Request (a)** | **Other Resources (b)** | **Project Total (a+b)** |
| Contractual - *Cost of contracts for services and goods not otherwise listed. Specify type of work, timeline of deliverables, rate, and any other pertinent information.* | Contractor | | Service | | Hours | | Rate |  |  |  |
|  | |  | |  | |  | $ |  |  |
|  | |  | |  | |  | $ |  |  |
|  | |  | |  | |  | $ |  |  |
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| Training *- Training and training-related costs, incl. space, equip, copying, etc. Specify the person(s) being trained, their project role, and expected outcome.* | | Trainee | | Role | | Cost | |  |  |  |
|  | |  | | $ | | $ |  |  |
|  | |  | | $ | | $ |  |  |
|  | |  | | $ | | $ |  |  |
|  | |  | | $ | | $ |  |  |
|  | |  | | $ | | $ |  |  |
| Other *- Specify general categories and costs. Provide any information that supports request.* | | Category #1: | | | | | | $ |  |  |
| Category #2: | | | | | | $ |  |  |
| Category #3: | | | | | | $ |  |  |
| Category #4: | | | | | | $ |  |  |
| **Total:** | | | | | | | | $ |  |  |

**Budget Justifications**:

|  |
| --- |
| ***Insert text explanation for budget requests here – attach full project budget if beyond scope of budget categories outlined above. MUST show full scope of funding committed, pending or proposed****.* |

|  |  |
| --- | --- |
| Organization: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Address | Term Ending |
| Name |  |  |  |
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