

Interested Applicants:

Your interest in Lake County's FY 2011 Home Investment Partnership Program (HOME) is appreciated.

Lake County will be submitting the FY 2011 Action Plan, as part of the Consolidated Plan, to the Department of Housing and Urban Development (HUD), no later than August 15<sup>th</sup>. Prior to the submission of the Consolidated Plan, two public hearings will be held. The first public hearing held April 15, 2011, was a general information hearing to inform interested citizens about the HOME program; to solicit comments regarding the proposed use of funds; and to present information about eligible and ineligible activities. The second public hearing will present the County's proposed use of its FY 2011 HOME funds. Notices of these hearings were or will be published in the News-Herald.

Lake County will review all funding requests and present the proposed FY 2011 HOME activities at the second public meeting. **A proposed statement of CDBG and HOME Program Activities will be published on or about June 15, 2011** at the start of the 30-day public comment period.

Attached is an application to participate. Note that there are two (2) applications – one (1) for All Applicants and one (1) for Development Applicants (i.e. construction projects). Development Applicants are required to complete two Excel files which are available to download from [www.lakecountyohio.gov](http://www.lakecountyohio.gov). The first page of each of these excel files is attached for reference.

This year marks the 20<sup>th</sup> Anniversary of the Home Investment Partnership Program (HOME) which was authorized under [Title II of the Cranston-Gonzalez National Affordable Housing Act](#). HOME is designed exclusively to create and preserve affordable housing opportunities for low-income households. HOME is often used in partnership with local nonprofit groups-to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people. The program was designed to reinforce several important values and principles of community development:

- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME's technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- HOME's requirement that participating jurisdictions (PJs) match 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing.

Lake County's total FY 2011 HOME allocation is estimated to be approximately 20% less than FY10. The FY 2011 allocation was \$531,664. In addition to the reduced funding available, there are often more requests than available funds. Consequently, you should be aware that your request may not be funded, and that *if* funded, there would be no guarantee of continued HOME funding in succeeding years. Lake County staff will thoroughly review the applications and required information in pursuit of the most qualified and applicable projects. A detailed list of required items is noted on p. 4 of the application and applicants' submission of these items is necessary in order for Lake County to maintain compliance with the US Department of Housing and Urban Development. Please submit all required information.

Interested applicants will need to complete this information and return it to the Federal Grants Office, located at 125 E. Erie Street, Painesville, Ohio 44077 **no later than 4:00 Friday, May 20, 2011.**

Contact Info: Marian Norman, Program Manager  
440.350.2756  
[marian.norman@lakecountyohio.org](mailto:marian.norman@lakecountyohio.org)



**Federal Grants Office  
Home Investment  
Partnership Program  
FY 2011  
Application for Assistance**

**COMMISSIONERS**

Robert E. Aufuldish  
Raymond E Sines  
Daniel P. Troy

**SECTION I. GENERAL INFORMATION – ALL APPLICANTS TO COMPLETE**

Legal Name of Agency/Governmental Entity:

Contact Person:

Address:

Phone:

ext.

Fax:

Email:

Federal Tax ID#:

DUNS #:

**SECTION II. PROJECT INFORMATION – ALL APPLICANTS TO COMPLETE**

Project Name:

Project Address (or target area):

Proposed Start Date:

Proposed Completion Date:

Total Project Cost:

Total HOME Funds Requested:

Project Summary – Briefly, using bulleted points, detail the specific use of HOME funds for this project:

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**CHECK ALL THAT APPLY ON THIS PAGE:**

This project benefits the homeless  This project benefits persons at risk of homelessness

**Activity Type:**

Rental  Homeowner

**Project Type:**

New and Re-Construction/Conversion  Rehabilitation  Down Payment  Tenant Based Rental Assistance

**Form of HOME Funds Requested:**

Grant  Direct Loan Interest Rate Requested:  Deferred Loan

**Beneficiaries of the Project:**

Disabled  Homeless  Elderly  Families  Single Non-Elderly  Youth  Persons with HIV/AIDS

**Total number expected to serve:**

Individuals  Small Households (2 – 4)  Large Households (5+)

**Targeted Income Group**

0 – 30%  31 – 50%  51 – 60%  61 – 80%

**HUD Objective to be achieved: (Please check only one)**

Create suitable living environments  Provide decent affordable housing  Create Economic Opportunities

**Measurable outcome anticipated: (Please check only one)**

Availability/Accessibility  Affordability  Sustainability

**Community Priorities (check the one that best describes your project)**

- Housing preservation
- Housing production for homeownership
- Down payment and closing cost assistance
- Tenant Based Rental Assistance (TBRA)
- Special Needs Housing
  - Transitional housing
  - Permanent supportive housing
  - Developmental, Mental and/or Physical Disabilities
  - At risk youth
  - Elderly persons

**SECTION III. PROJECT NARRATIVE – TO BE COMPLETED BY ALL APPLICANTS**

Please answer the questions listed below. Total Narrative section must be no longer than four (4) type-written, single spaced pages, in 12 point font.

**Project need in Lake County**

- provide a detailed description of your project, including project location
- provide a statement of need that provides the rationale for the proposed activity
- how does this program compliment existing programs

**Immediacy and funding**

- is the project ready to begin immediately?
- what are your goals for start and completion of the project?
- provide a project timeline

**Project Budget Narrative**

- outline the proposed budget provided in Section IV.

**Capacity & Procedures**

- describe your prior experience in administering, managing, and/or developing similar projects.
- describe roles and responsibility of individuals involved in project implementation
- provide the methods that will be used by your agency to administer this project

**SECTION IV. PROJECT BUDGET & LEVERAGING – ALL APPLICANTS TO COMPLETE**

Provide information on funds being leveraged to make this project happen. (Your required match may be part of the leverage, but don't report only match funds.) Identify the source of required match funds for this project.

<b>Project Budget</b>			
Budget Line Item	HOME Funds	Other Funds	Total
TOTAL			

<b>Leveraged Funds</b>			
Source of Funds	\$	Committed	Pending

**SECTION V: DEVELOPMENT - TO BE COMPLETED BY: ONLY RENTAL & HOMEBUYER DEVELOPMENT PROJECTS**

Development Team

Developer:

General Partner(s):

Limited Partner(s):

General Contractors/Construction Managers:

Property Manager:

Project Pro Forma, including all development costs, uses of funds and operating costs must be attached for all rental and homebuyer construction projects to have the application considered.

The project pro forma is posted on the county's website and will be provided via email upon request. It contains two (2) files. One is labeled {Lake County\_MF} and the other is labeled {Lake HOME Application Pro Forma} and they are both Microsoft Excel spreadsheets. Applicants are to complete all applicable tabs/pages in each file. Provide a hard copy attached to the original application and a copy of the completed CD/DVD disk.

**SECTION VI. REQUIRED SUPPORTING DOCUMENTS/ATTACHMENTS – A = ALL APPLICANTS D = DEVELOPMENT**

Attach the following documentation to your completed application:

**ALL APPLICANTS**

- 1 Project time line
- 2 Copy of 501 (c)(3) status for non-profit organizations
- 3 Materials or documentation showing the need for the project (ex. Studies, statistics, research, etc.)
- 4 Copy of your most recent financial statement and/or last audit
- 5 Affirmatively Furthering Fair Housing – Outreach/Marketing/Compliance activities
- 6 Section 3 – Outreach/Compliance activities
- 7 Davis Bacon/Prevailing Wage - Outreach/Compliance activities
- 8 A list of three (3) Personal/Professional/Business References
- 9 Other: Please List

**DEVELOPMENT APPLICANTS ONLY**

- D1 Map of project location(s)
- D2 Site plans/Evaluations
- D3 Project Pro Forma and related excel worksheets – both paper copy and copy on disk.
- D4 Proof of CHDO status

**SECTION VII. SIGNATURE OF APPLICANT – ALL APPLICANTS ARE REQUIRED TO COMPLETE**

Typed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLCIATIONS ARE DUE BY: 4:00 pm May 20, 2011

## Introduction

The Federal Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, disability, and familial status. Ohio law also prohibits discrimination based on ancestry and military status. The Federal Fair Housing Act requires the Secretary of HUD to administer the programs and activities relating to housing and urban development in a manner *affirmatively to further the policies* of the statute. That is, HUD is required to take actions to affirmatively address segregation based on race and other protected classes, as well as to address acts of discrimination. This duty extends beyond HUD to those governmental entities that receive Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds. Applicants and recipients of this funding whether agency or community are required to certify that they will take steps to “affirmatively further fair housing” (“AFFH”). Actions to AFFH should further policies of federal and state fair housing laws by actively promoting wider housing opportunities for all persons while maintaining a nondiscriminatory environment in all aspect of public and private housing markets.

HUD is currently preparing regulations that will provide additional guidance to local governments regarding their AFFH obligations. In the interim, the court case *U.S. ex rel. Anti-Discrimination Center v. Westchester County*, combined with HUD’s existing *Fair Housing Planning Guide* and the CDBG/HOME regulations, offers the best guidance to local governments regarding their AFFH obligations.

**In order to be eligible for CDBG and HOME funding in Lake County, applicants are required to undertake and document fair housing activities.** County staff, in conjunction with Fair Housing Resource Center, Inc. will present a dedicated **AFFH Briefing on April 26<sup>th</sup> at 11:00 am** which will be held at 125 East Erie Street Planning Commission Conference Room. Applicants requiring additional guidance in determining appropriate activities to meet their obligations to affirmatively further fair housing are encouraged to attend. Inquiries can also be directed to Marian Norman, Program Manager (440) 350-2756 or [marian.norman@lakecountyohio.gov](mailto:marian.norman@lakecountyohio.gov). The County strongly encourages all applicants to become thoroughly familiar with this topic.

**Instructions:** Applicants will prepare and submit a narrative that describes the activities to be undertaken during the contract year to meet the obligation to affirmatively further fair housing. **Please note:** Applicants will be **ineligible** to receive funding unless it completes this attachment detailing their AFFH activities. Applicants’ must plan to conduct and/or participate in activities using its own resources (financial, staff, etc.). Use **no more** than 2 typewritten pages to answer the following bullets. A few examples are shown below. Additional examples and suggestions will be discussed on April 26<sup>th</sup> and through consultation with county staff. Please refer to Tools & Contacts on page 8 for additional information and resources.

- **Describe the applicant’s proposed AFFH activities for the FY 2011 contract year.**

Example: Agency/City - Staff attends educational session regarding Fair Housing.  
City/Village/Township - Adopts Fair Housing ordinance/resolution.  
Agency/City – Plan and advertise event.

- **What protected classes do you anticipate will benefit from your proposed activities?**

Example: ALL - Race, Color, Religion, Sex, National Origin, Disability, Family Status, Military

- **How will the identified protected classes benefit from the proposed activities?**

Example: Agency (infant car seat distribution) - Beneficiaries will be made aware of equal housing opportunities and protected class status of families with children.

- **Who will be responsible for the AFFH activities? Provide name and title of all who will be involved.**

Example: Agency/City – Executive Director, Case Management Staff / Elected Official/ Department Head

- **How will you document and report on your AFFH activities?**

Example: Agency/City – Submit attendance of planned outreach events or client served with invoices

- **How will you promote your activities?**

Example: Agency/City - Community newsletter, mailing, email, website, and local cable channel

## Section 3

### Introduction

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects designed to build and rehabilitate housing, improve roads, develop community centers, and otherwise assist families achieve the American Dream. The Section 3 regulation recognizes that HUD funding typically results in projects/activities that generate new employment, training and contracting opportunities. These economic opportunities not only provide “bricks and mortar”, but can also positively impact the lives of local residents who live in the neighborhoods being redeveloped. Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is **HUD’s legislative directive for providing preference to low-and very low-income residents of the local community** (regardless of race or gender), **and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.**

Further, as a condition of receiving HUD Community Planning and Development assistance, recipients certify that they will comply with the requirements of Section 3 annually pursuant to 24 CFR 570.607(b). Accordingly, the Department has the legal responsibility to monitor recipients such as Lake County for compliance and can impose penalties upon those that fail to meet these obligations.

All projects/activities involving **housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc.** that are completed with covered funding (CDBG, HOME and others) are subject to the requirements of Section 3. Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3 covered projects/activities noted above are required to comply with the Section 3 regulations in the same manner as the direct recipient that provided funding to them. Section 3 applies to the **entire** covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

HUD requires that a recipient such as Lake County demonstrate compliance to the “greatest extent feasible” by meeting minimal Section 3 numerical goals. Those minimal goals include: 1) Commit to employ Section 3 Residents as 30% of the aggregate number of new hires. and 2) Commit to award at least 10% of the total dollar amount of all Section 3 covered contracts for building trades arising in connection with housing rehabilitation, housing construction and other public construction to certified Section 3 Businesses.

Inquiries can be directed to Marian Norman, Program Manager (440) 350-2756 or [marian.norman@lakecountyohio.gov](mailto:marian.norman@lakecountyohio.gov). The County strongly encourages all applicants to become more familiar with the requirements of Section 3. Additional information on this topic is listed on the Tools and Contacts page of CDBG and HOME Applications. Further training will be available locally through HUD in September 2011.

**Instructions: Submit a brief narrative answering the bullets below as part of the required attachments of CDBG/HOME application.**

- **Does the proposed project trigger Section 3 based on activity type?**
- **Does the proposed project trigger Section 3 based on cost threshold?**
- **Does your organization plan to use contractors or subcontractors that qualify as Section 3 certified businesses?**

General Application and CDBG Application Questions

Jason Boyd	440.350.2740	<a href="mailto:jboyd@lakecountyohio.org">jboyd@lakecountyohio.org</a>
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Fair Housing Questions

Marian Norman	440.350.2756	<a href="mailto:mnorman@lakecountyohio.org">mnorman@lakecountyohio.org</a>
Patricia Kidd	440.392.0147	

Section 3 Questions

Marian Norman	440.350.2756	<a href="mailto:mnorman@lakecountyohio.org">mnorman@lakecountyohio.org</a>
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WEBSITES

Community Development Block Grants

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement>

US Census Data (use to complete application forms)

[factfinder.census.gov](http://factfinder.census.gov)

Lake County Geographic Information Systems (for maps)

[lakegis.org](http://lakegis.org)

Fair Housing Resource Center (resource for completing Fair Housing narrative)

[FHRC.org](http://FHRC.org)

Multi Family Affirmatively Furthering Fair Housing Marketing Plan – 12 pages

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/935-2a.pdf>

Single Family Affirmatively Furthering Fair Housing Marketing Plan - 5 pages

<http://www.hud.gov/offices/adm/hudclips/forms/files/935-2b.pdf>

HUD (Section 3 Information)

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/section3/section3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3)  
[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12048.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12048.pdf) Section 3 reporting form