

## GUIDELINES 2010 HOME Grant

### **PURPOSE OF THE GRANT:**

The goal of the HOME Investment Partnerships Program (HOME) is to provide decent affordable housing to low-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.

### **WHO MAY APPLY:**

To be eligible for funding under the HOME Program an applicant can be a non-profit 501(c)(3), a housing authority, a private business, a governmental agency, or a quasi-governmental agency providing affordable housing services to low and moderate-income residents of the County of Jefferson. All projects under the HOME Program require a 25% non-federal match.

### **COUNTY OBJECTIVES/AREAS OF FOCUS:**

Jefferson County designs and supports innovative and constructive local approaches to improving the housing and economic conditions of county residents with low and moderate incomes. The following are the specific objectives Jefferson County has established as priorities:

- **CONSTRUCTION – Acquisition of land for construction of new housing**
- **ACQUISITION - To develop and support affordable homeownership and rental housing through acquisition of existing properties**
- **REHABILITATION – To rehabilitate housing for ownership or rental**

### **HOW TO APPLY FOR A GRANT:**

- First step in the application process is to submit a Letter of Interest. Letter of Interest will include a brief description of project, amount requested, organization's capacity to perform project, and how the request relates to the funding interests of Jefferson County. The Letter of Interest must be signed by Chief Executive Officer and Chairman of the Board of Directors.
- County staff reviews Letter of Interest for fit with the County's Goals and Objectives and compliance with federal requirements.
- If all requirements are met, Letter of Interest is assigned to the Community Development Advisory Board who determines the strength of the proposal compared to similar proposals under review. The result of the first review is communicated to the applicant by telephone or letter.
- During the next stage, the Advisory Board solicits full applications from applicants determined to be the most competitive.
- Applicants then undergo an in-depth review that may include requests for additional material, presentations, and/or site visit.
- The Community Development Advisory Board makes funding recommendations to the Board of County Commissioners for final approval.

### **APPLICATION GUIDELINES:**

- Submit one original and 03 copies of Letter of Interest and/or Application.
- Letter of Interest and/or Application will not be accepted in a ringed or sealed binder or notebook.
- Letter of Interest and/or Application will not be accepted by FAX or e-mail.

### **FINANCIAL GUIDELINES:**

- Total available funding is approximately \$400,000 annually. A typical HOME award ranges from \$50,000 to \$100,000
- HOME funds are not awarded for annual operating support

### **RESTRICTIONS:**

#### **The County will not consider grants for:**

- Individuals
- Research Projects
- Religious activities
- Deficits, debt elimination, or for endowment
- Activities that do not benefit Jefferson County residents

### **TIMETABLE:**

- Informational Meeting: September 10, 2009, 1:00 p.m.
- Letter of Interest submission: October 6, 2009, 10:00 a.m.
- Application submission: November 10, 2009, 10:00 am
- Funding recommendations made: November 19, 2009
- Final approval and notification of award: April 2010
- Contract signing: June 1, 2010
- HOME funding cycle begins June 1 and ends May 31. Projects must be completed and all funds spent down within 12-18 months from date of contract signing unless otherwise approved in writing by Community Development Director

### **PERFORMANCE MEASURES - Projects will be evaluated as follows:**

- Timely signing of contract, performance of project and spending of grant funds
- Quarterly Performance Reporting – organizations receiving a grant are required to report quarterly on program progress
- Onsite fiscal and project monitoring

### **DISCLAIMER:**

- Jefferson County is experiencing an increased number of applications. Average dollar requests have risen significantly without comparable increases in available funds. The combination of these factors has required the rejection of many exceptionally worthwhile projects within the County's areas of interest, but beyond its fiscal ability to consider. **NO LOIs OR APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE DATE AND TIME – NO EXCEPTIONS.**
- Any discussions or indication of interest prior to or after submission of a written application or onsite visit should not be construed as a commitment by Jefferson County. Each application will be considered on its own merit and accepted or rejected in writing.