

STORY COUNTY HOUSING TRUST
NOTICE OF FUNDING AVAILABILITY (NOFA)
Rental and Shelter Project Requests

The purpose of this NOFA is to solicit affordable rental and shelter housing projects. There will be three different funding categories from which to apply. They are the Rental Assistance Program, the Shelter Assistance Program, and the Rental Construction and Renovation Program. The program total available for this funding round is estimated to be \$239,000.00

Applications are due: May 10, 2021

Notice of Approval/Denial: May 18, 2021

Questions:

Contact:

Andrew Collings
515.334.0075 or acollings@dmampo.org

Late applications will not be considered for funding. Submit an electronic copy of the application to Andrew Collings at acollings@dmampo.org

The following must be submitted to be considered for funding:

- Amount of SCHAT funding requested and other documented sources of funding (if applicable)
- If applying for rental assistance, please provide the criteria for your current rental assistance program
- Provide Program Summary of Services to be offered Sources/Uses information

Rental Assistance Grant funds may be used for:

- Rent (current to keep tenant(s) in housing or to move into housing.)
Tenant(s) must have a plan for ongoing rent.
- Utilities (to avoid shut off or arrears to get tenant(s) into rental or turned back on)
- Deposits for rent and/or utilities. (Landlords would pay rent deposit back to grantee not the tenant(s))
- Application fees (a maximum of two applications per year per household and up to \$50 per application)

Rental Assistance Grant funds may NOT be used for:

- Ongoing rent
- Student housing

Shelter Assistance Grant funds may be used for:

- The construction or rehabilitation of shelter housing. Note that funding is limited to the housing portion if combined with non-housing buildings

Rental Construction and Renovation Forgivable Loan funds may be used for:

- The construction or rehabilitation of rental housing
- Units helped through this program will be income restricted for five (5) years
- This is a new program and funding will prioritize projects proposing to target households at or below 30% of the area median income level

Funding is granted based on the approval by the Board of Directors. Approved funding may be less than the amount requested by the Applicant. Funds are provided on a reimbursement basis.

The following information is required before funds are released:

- household address and composition
- demographic information (e.g., ethnicity, disability status, age, etc.),
- household income
- sources of other funds used to provide rental assistance

**STORY COUNTY HOUSING TRUST
 FY2021 APPLICATION FOR RENTAL AND SHELTER PROJECT
 ASSISTANCE PROGRAM**

1. APPLICANT INFORMATION

DATE: _____

**PROGRAM
 NAME:** _____

**NAME OF APPLICANT
 ORGANIZATION:** _____

ADDRESS: _____

**NAME OF CONTACT
 PERSON:** _____

TITLE: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____ **FEDERAL TAX ID #** _____

2. AMOUNT REQUESTED: \$ _____

3. Indicate the allocation of the program across the AMI range.

	# of Households	% of Total
< 30% AMI		
31% - 50% AMI		
51% - 80% AMI		
Total:		

4. Summarize all funding sources in the following table and indicate their commitment status.

FUNDING SOURCE:	AMOUNT	COMMITTED Y/N	DATE COMMITTED	% OF TOTAL SOURCES
SCHT				
TOTAL:				

USES	TOTAL COST	SCHT	OTHER SOURCES	GRANT/ CASH IN-KIND	NOTES
Rent, Utility, and Application Assistance					
Shelter Projects					
Rental Projects					
SUBTOTAL:					
Technical Assistance (Rental Assistance Only)					
TOTAL:					

5. APPLICANT CERTIFICATION:

Applicant hereby certifies with respect to this application and the project for which Story County Housing Trust assistance is requested as follows:

- *All information and representations contained in this application and the attachments hereto are true and accurate.*
- *Applicant will comply with all applicable federal, state and local laws and regulations in completing and operating the program, including, without limitation, local zoning laws and zoning codes and Fair Housing Laws.*
- *Applicant certifies that the funds requested will be used by the applicant only for eligible costs associated with the program.*
- *Applicant has the ability and capacity to implement the program and has duly committed its own funds to the project, if applicable, as described in the application.*
- *Applicant (if other than a political subdivision or governmental agency) hereby gives permission to Story County Housing Trust to research applicant's history, make credit checks, contact applicant's financial institution, and perform other related activities necessary for the reasonable evaluation of this application.*
- *Applicant certifies that they understand that the NOFA, all its requirements, and this application will be incorporated into the Grant Agreement if approved for funding.*
- *Applicant understands that information submitted to Story County Housing Trust relating to this application may be public information.*

APPLICANT: _____

Authorized Signature

Date

Printed Name: _____

Title: _____

2020 HUD Area Median Income for Story County (Effective April 1, 2020)				
Household Size	30%	50%	60%	80%
1	\$19,900	\$33,150	\$43,806	\$53,000
2	22,750	37,850	50,064	60,600
3	25,600	42,600	56,322	68,150
4	28,400	47,300	62,580	75,700
5	30,700	51,100	67,586	81,800
6	35,160	54,900	72,593	87,850
7	39,640	58,700	77,599	93,900
8	44,120	62,450	82,606	99,950

Sub-Recipient Agreements

If a recipient intends to enter into a sub-recipient agreement, the recipient must seek and obtain IEDA's review and approval of the proposed sub-recipient agreement prior to entering into the agreement. Sub-recipient agreements must at a minimum meet the "Sub-Recipient Agreement Usage Parameter-Residential Sustainability" criteria found in the CDBG Management Guide.

Residential Sustainability Administrative Costs

The following breakdown should assist in your efforts to distinguish costs (all of which are administrative in nature) between "general administration" and "technical services" (direct administration; soft costs; and/or carrying costs). **General administration** is a separate activity contained in the recipient's approved budget and as shown on Attachment A (CDBG) of your contract with IEDA. General administrative costs are paid for out of the general administration line item of the budget. Not all awards have an approved general administration budget.

Technical Services is a part of the rehabilitation line item. Technical Services costs are billed to the activity line item, not the General Administration line item.

The following breakdown is not all-inclusive. All costs must be allowable costs per Federal requirements.

General Administration

- 1) Overall program coordination (e.g., establishing financial accounting documents and systems, management, internal controls and oversight responsibilities, etc.)
- 2) General administrative services (i.e., 3rd party contracts, accounting, legal, etc.)
- 3) Reporting to the IEDA (i.e., requests for funds, quarterly performance reports, etc.)
- 4) Advertising and marketing (general information, public outreach) about the activity or project
- 5) Direct costs and salaries of the recipient's staff directly involved in the administration of the activity or project
- 6) Indirect costs, such as office space rent, utilities, insurance, supplies, etc.
- 7) Costs incurred in the procurement of 3rd party administrative services, technical services or in the procurement / purchase of any indirect costs noted in #6 above
- 8) Internal monitoring and oversight of funded program activities
- 9) Coordination and resolution of monitoring and/or audit issues
- 10) Audit costs
- 11) Environmental Review (overall program)
- 12) Activities to affirmatively further fair housing (in a general way)
- 13) Preparation and adoption of Administrative Plans

Technical Services (Project Specific)

- 1) All technical services necessary for individual, scattered site types of activities, whether accomplished internally with staff or contracted for (e.g., initial inspections, work write-ups, cost estimates, construction supervision, etc.)
- 2) Project specific A/E or design services (plans and specifications)
- 3) Financing costs (e.g., security agreements, filing / recording fees, appraisals, etc.)
- 4) Processing of individual applications for assistance *
- 5) Third party verification of applicant's incomes *
- 6) Income eligibility determination and verification of applicants *
- 7) After-rehabilitation value determination
- 8) Activities to affirmatively further fair housing (project specific)
- 9) Underwriting costs and related fees associated with your financial assistance to individual projects
- 10) Project specific forms and documentation
- 11) Project specific environmental (i.e., SHPO clearance)
- 12) Costs of procuring construction services
- 13) Relocation services (advisory services, notices, locating replacement units, inspections, negotiations, counseling, etc.)
- 14) Homebuyer Education (as applicable)*
- 15) Radon testing (IEDA method)

* These could be performed as a general administrative expense

Sub-Recipient Agreement Usage Parameters – Residential Sustainability

- IEDA must approval all Sub-recipient agreements prior to execution.
- Sub-recipient agreement use under the the CDBG program will be limited to Regional Planning Commissions/Councils of Governments only (no non-profit or for-profit entities will be allowed to enter into sub-recipient agreements with any of the IEDA's recipients).
- The language of all sub-recipient agreements must include a clause(s) that clearly states that the recipient remains the responsible entity regarding the federal funds awarded to them. This includes financial accountability and oversight, monitoring, audits, etc.
- Where the sub-recipient is also the contractual administrative agent (general administration) for the recipient, the funds budgeted for general administration (federal and/or other funds) will not be allowed to be included in (governed by) the sub-recipient agreement.
- Where the sub-recipient is also the procured and contractual technical services provider and/or the lead hazard reduction oversight services provider for the recipient, the funds budgeted for these services (federal and/or other funds) will not be allowed to be included in (governed by) the sub-recipient agreement.
- All general administration and technical services (and/or lead hazard reduction oversight) provision related costs will all need to handled directly by the recipient through their otherwise normal internal approval and payment processes, separate from all costs allowed to be included under or governed by sub-recipient agreements.