Stark County Regional Planning Commission HOME Investment Partnerships-ARP Application 2024

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The Stark County Regional Planning Commission (SCRPC) hereby requests applications for the development of affordable rental housing pursuant to the County's funding under the HOME Investment Partnerships Program (HOME) - American Rescue Plan Act of 2021 (ARP), which provides funds for housing development, homelessness assistance and supportive services, as described in the County's, HOME-ARP Allocation Plan submitted to and approved by HUD. These funds will be used to benefit individuals and families who meet the HOME-ARP criteria for qualifying populations, defined in Notice CPD 21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program (the Notice), published September 13, 2021 and described below:

Qualifying Populations

1. Homeless, as defined in 24 CFR 91.5 *Homeless (1), (2), or (3):*

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

2. At risk of Homelessness, as defined in [24 CFR 91.5] *At risk of homelessness:*

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, *e.g.,* family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as "homeless" under this section but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 6 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if

the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.
Domestic violence, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:
1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
2) A person with whom the victim shares a child in common;
3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in 24 CFR 5.2003 means violence committed by a person:
1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
a. The length of the relationship;
b. The type of relationship; and
c. The frequency of interaction between the persons involved in the relationship.

Sexual assault which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1) Fear for the person’s individual safety or the safety of others; or
2) Suffer substantial emotional distress.

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:
1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental

assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5]:

(A)Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C)Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G)Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

The purpose of Program funding under this application is to assist developers in the production of affordable rental housing targeted to the HOME-ARP Qualifying Populations in Stark County, including for-profit developers, non-profit developers, and County-designated Community Housing Development Organizations (CHDOs) acting as owners, developers, and/or sponsors.

Rental Projects are to be occupied by individuals and families who meet the HOME-ARP criteria for qualifying populations. Seventy (70) percent of the total number of rental units the County assists with HOME-ARP funds must be restricted to occupancy by households that are qualifying households at the time of the household's initial occupancy. Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds by the County may be restricted for occupancy by low-income households.

Projects must comply with the HOME-ARP rental requirements for a minimum fifteen (15) year affordability period, regardless of the amount of HOME-ARP invested in the Project. For Projects that also receive Project Based Rental Assistance through a Housing Assistance Payment (HAP) contract, the minimum compliance period is the greater of 15 years or the term of the HAP contract.

Projects will be selected by the Board of Stark County Commissioners for Program funding after a review of all information submitted and a rating and ranking of all applications pursuant to the following selection criteria:

Criteria	Point Value
1. Project meets the housing and service needs identified in the County's HOME-ARP Allocation Plan	Maximum 15
2. Project has site control	10
3. Zoning approvals secured	5
4. Project has demonstrated commitments for other sources of funding	Yes 10 No 0
5. Builder profit/overhead (Builder profit and overhead shall be limited to 5% and 2% of hard construction costs, respectively.)	10
6. Applicant has sufficient capacity to undertake and complete Project (or has requested capacity building funds to assist) in timely manner	Maximum 10
7. Developer fee (Maximum 15% developer fee)	0-10% 10 10-15% 5
8. Must Pay Debt Coverage Ratio (Debt Coverage Ratio between 1.10 and 1.45 will be considered reasonable; Projects with debt coverage higher than 1.45 may be required to provide additional equity or debt coverage to avoid windfall profit).	0-1.09 10 1.10-1.45 5 1.45+ 0
9. Annual Cash Flow (if cash flow exceeds 10% of annual operating expense, additional debt may be required, or PILOT may be reduced).	1-10% 10 10%+ 5 Negative 0
10. Development Team Experience	5+ years 10 2-5 years 5 1-2 years 2 No exp w/i 5 years 0
11. Attendance at Application Workshop	Yes 10 No 0

Additional information and details concerning the Program can be found on the HUD Exchange.

Questions regarding this application can be directed in writing to: Diane Sheridan, dmsheridan@starkcountyohio.gov. Answers shall be provided in writing.

Stark County reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw this application without notice, and to negotiate with one or more Applicants submitting applications and/or parties other than those responding to this application, on terms other than those set forth herein. Stark County reserves the right to waive compliance with and/or change any of the terms and conditions of this application. Under no circumstances will Stark County pay costs incurred by an Applicant in responding to this application.

- Applications are due no later than **4:00PM on August 23, 2024**
- Late and incomplete applications will **not** be accepted and scored

To submit a complete application, follow these instructions:

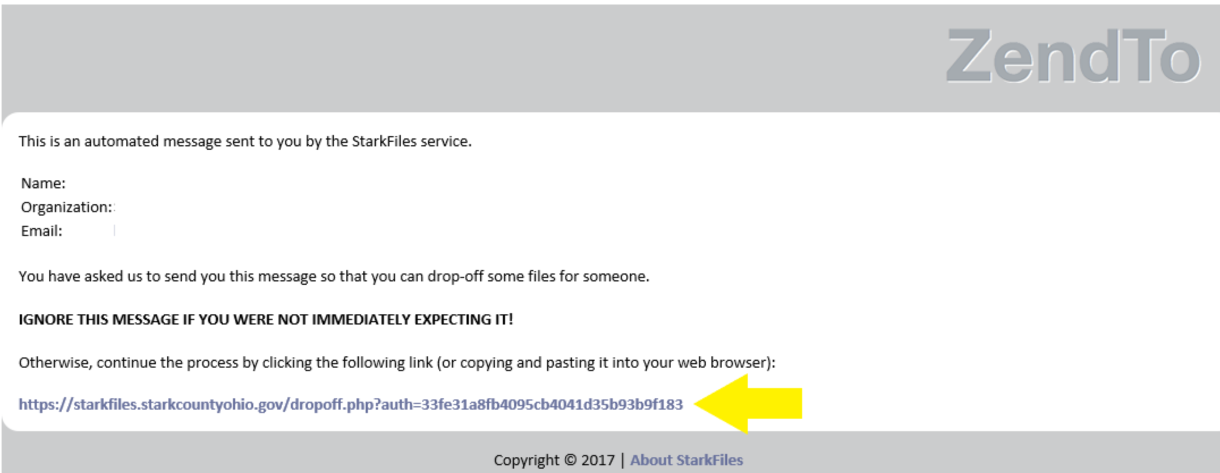
1. In your web browser, enter https://starkfiles.starkcountyohio.gov

2. Select "NO" for the question "Have you been given a request code".

3. Enter your name, organization and email address as prompted.

4. You should receive an automated e-mail message from StarkFiles.

5. Click the link in the e-mail as shown below:



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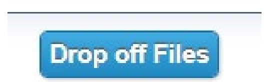
6. The link in the e-mail will open a browser tab where you need to enter the e-mail addresses of the recipients and add files. Please add the following as recipients:
Lisa Snyder Lcsnyder@starkcountyohio.gov
Diane Sheridan Dmsheridan@starkcountyohio.gov

7. Choose files for upload.

8. When finished and ready to submit. Select "Drop off Files"



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A. Agency Information

Excluded Parties

All entities applying for HOME-ARP funding must also be registered with SAM.gov and be able to provide the County with a unique I.D. # in order to certify that the entity is not debarred from receiving Federal Funding. The County will not fund Projects owned, developed, or otherwise sponsored by any individual, corporation, or other entity that is suspended, debarred, or otherwise precluded from receiving federal awards. Nor may the developer contract with any other entity (including but not limited to builders/general contractors, property management companies, or other members of the development team) that are suspended, debarred, or otherwise so precluded. Similarly, the general contractor will be required to determine that subcontractors are not so precluded.

A.1. Agency Name ______________________________

A.2. Please list Agency Type ______________________________

A.3. Agency Address ______________________________

A.5. Federal ID Number ______________________________

A.6. Unique Entity Identification Number (UEIN) (12 Digits) - Please click HERE for additional information. ______________________________

AGENCY POINT OF CONTACT

A.7. First Name ______________________________

A.8. Last Name ______________________________

A.9. Title ______________________________

A.10. Phone Number ______________________________

A.11. E-Mail ______________________________

PERSON AUTHORIZED TO SIGN CONTRACT ON BEHALF OF AGENCY ______________________________

A.12. First Name ______________________________

A.13. Last Name ______________________________

A.14. Title ______________________________

A.15. Phone Number ____________________

A.16. E-Mail ____________________

A.17. Has the Agency received any federal findings, resolved or unresolved, within the past five years? Yes or No. If yes, please explain. ____________________

B. Funding Request

The County will fund developers of affordable rental housing including for-profit developers, non-profit developers, and County-designated CHDOs. Prior to committing funds, the County will review the status of any organization seeking funds to ensure that it meets all HOME-ARP requirements and that it has sufficient staff capacity to carry out the Project. The County will consider proposals for both new construction or acquisition and rehabilitation of existing units.

Parameters of HOME Investment Funding

Projects must include an investment of not less than $1,000 in HOME-ARP funds per HOME-ARP-assisted unit. All Projects will be evaluated in accordance with the County's Underwriting and Subsidy Layering Guidelines for HOME-ARP. In no case will the County award more than what is available in HOME-ARP funding to one or more Projects.

Eligible Costs

Costs funded with the County's HOME-ARP funds must be eligible according to the HOME Final Rule 24 CFR 92.206, the National Affordable Housing Act, Notice CPD 2021-10 and Waivers and Alternative Requirements for Implementation of the HOME American Rescue Plan Program. The following additional limitations also apply:

i. HOME-ARP funds shall not be used for luxury improvements according to 24 CFR 92.205.
ii. HOME-ARP funds shall not be used for homeownership and owner-occupied activities, including assistance to homebuyers and development of affordable housing for homeownership and homeowner rehabilitation.
iii. Acquisition costs shall be supported by an independent appraisal of the property. Acquisition costs exceeding the appraised value of the property will be ineligible for HOME-ARP funding reimbursement.
iv. HOME-ARP funds shall not be used for non-residential accessory structures such as free-standing community/leasing buildings, garages, carports, or maintenance structures. HOME-ARP funds may be used for community space or common laundry facilities included in residential buildings.
v. The County will only disburse HOME-ARP for eligible costs incurred on or after the commitment of HOME-ARP funds.
vi. HOME-ARP funds shall not be used for organizational costs such as partnership formation or syndication costs, especially those associated with Low Income Housing Tax Credits.
vii. For new construction or rehabilitation of HOME-ARP rental housing for qualifying populations, the cost of funding operating cost assistance during the Project's compliance period or a capitalized operating cost assistance reserve in accordance with requirements the HOME-ARP Notice is an eligible cost.
viii. For new construction or rehabilitation of HOME-ARP rental housing units for low-income households, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in Project income during the period of Project rent-up for HOME-ARP units for low-income households (not to exceed 12 months), is an eligible cost. An initial operating deficit reserve may only be used to pay the share of operating expenses, scheduled payments to a replacement reserve, and debt service of the HOME-ARP rental housing units for low-income households.

Cost Reasonableness

Per the requirements of 92.250(b) and 2 CFR 225, all Project costs must be reasonable, whether paid directly with HOME-ARP funds or not. The County will review Project costs, including hard and soft costs, to evaluate their reasonableness and may, at its option, require applicants to obtain additional quotes, bids, or estimates of costs. County staff must be allowed the opportunity to conduct a cost analysis to determine cost reasonableness. Applications may be determined ineligible if access is not granted or costs are determined to be unreasonable. Applicants are encouraged to request only the amount of HOME-ARP funds needed as **gap financing** to make the Project feasible. Requesting funds for administration is not allowed; however, applicants may request reasonable dollars for developer fees (not to exceed 15%) and soft costs in an amount corresponding to affordable housing activities. All HOME-ARP costs, including soft costs, must be tied to specific housing addresses.

Underwriting and Subsidy Layering Review Requirements

All Projects must be financially feasible. Income and expense proforma and detailed subsidy layer review for each project which demonstrate financial feasibility must be submitted to and approved by the County. Documentation supporting housing need, including market studies, must be submitted, and may reference and rely on the County's HOME-ARP Allocation Plan as applicable.

All sources of financing necessary to complete the Project must be identified in the application, and copies of all financial commitments must be submitted. Developers must disclose all other public sources or applications for funding to the County at the time of submission of the application and upon receiving any additional commitments of public source funding. The County will conduct a subsidy layering review as part of the underwriting process for any Project that includes other public subsidies. Using its underwriting criteria, the County will assess the Project and may require changes to the transaction to ensure that the financial return to the owner/developer is not excessive. Changes may include a reduction in HOME-ARP funds awarded or a declination of a previously approved award. The County will consider adjusting its underwriting in consultation with other public funders, if applicable to the Project. The County retains, at its sole discretion, the power to decide whether to accept alternative standards.

At the County's discretion, operating and/or capacity building funds may be awarded to non-profit applicants who submit a request under this application. The applicant must include operating or capacity building funds in their request, and must demonstrate how the receipt of said funds will expand the applicant's ability to successfully carry out HOME-ARP activities.

Eligible operating costs are defined as reasonable and necessary costs of operating the nonprofit organization. These costs include employee salaries, wages and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies. These costs must not have a final cost objective such as a Project or activity-they cannot be directly assignable to the HOME-ARP Project. Rather, they are intended to be used for general operating costs of the non-profit organization.

Eligible capacity building costs include salaries for new hires including wages and other employee compensation and benefits; costs related to employee training or other staff development that enhances an employee's skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, and supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

Supportive Services

The County is also making funding available for supportive services to be provided to the HOME-ARP Qualifying Populations. Funds may be requested as part of the development/operating budget for occupants of the units created with HOME-ARP funds, or they may be requested independently. If supportive services funding is requested by developers of HOME-ARP assisted units, they must appear in the development and operating budgets submitted with this application.

B. Funding Request

B.1. Amount of HOME-ARP Request	Rental Housing-New Construction	
	Rental Housing-Rehabilitation	
	Supportive Services	
	Non-Profit Operating/Capacity Building	
B.2. Amount of Agency's Commitment to Project		
B.3. Amount from Other Sources (list sources)		
B.4. Total Program Costs		
B5. Can this Project be partially funded, yes or no.		
Explain:		
If the Project is partially funded, explain how the Project will remain financially viable for the period of affordability.		

Note that if a project proposes to use HOME and HOME-ARP in the same project (even if different units are funded), waivers available under HOME-ARP are no longer available and the project must comply with HOME regulations. The exception to this is that occupants of HOME-ARP assisted units must be HOME-ARP qualified populations, selected in accordance with the County's referral methods, preferences and methods of prioritization.

C. Project Information

<u>Property Standards</u>

To meet both HOME-ARP regulations and County goals, all HOME-ARP-funded Projects must meet certain physical standards intended to provide quality affordable housing that is durable and energy efficient. Property standards will be enforced via inspection within 12 months of Project completion and at least once every three years during the compliance period.

i. Construction must meet all state and local building codes, Residential Rehab Standards (RRS) as well as the County's Property Standards.

ii. All HOME-ARP Projects must meet applicable Section 504/Uniform Federal Accessibility Standards (UFAS) requirements.

   a. *Rental Projects*: In the case of (a) new construction Projects with 5 or more HOME-ARP assisted units and (b) rehabilitation Projects with 15 or more total units (HOME-ARP-assisted and non-HOME-assisted) where rehabilitation costs will be 75% or more of the replacement cost of the completed facility, the Project must provide 5% of the development's units for physically disabled occupants and another 2% of units designed to be accessible to those with visual or hearing impairments. Additionally, covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements required by the Fair Housing Act as outlined in 24 CFR 100.205.

iii. Site shall be served by public sewer, public water, and public road.

iv. Site shall be in a designated Fire District or served by a Fire Department.

v. Units must be equipped with the following appliances: refrigerator/freezer, range/oven, dishwasher, and garbage disposal. Developers may also propose to include in-unit clothes washers and dryers, microwave/vent fan combination units, as appropriate. If the Energy Star program rates the type of appliances being installed, the developer must furnish the units with Energy Star rated appliances. Note however that not all appliances are rated by the Energy Star program.

vi. *Lead-Based Paint:* All rehabilitation Projects must comply with HUD's Lead-Based Paint (LBP) Regulations found at 24 CFR Part 35. Any home constructed prior to 1978 must be tested for the presence of LBP and all LBP hazards identified addressed in conformity with 24 CFR Part 35.

vii. *Visitability:* Although not a requirement, it is recommended that for rental Projects, all design, construction, and alterations incorporate, wherever practical, the concept of visitability. Visitability is a design concept, which for very little or no additional cost enables persons with disabilities to visit relatives, friends, and neighbors in their homes within a community. Visitability design incorporates the following in all construction or alterations, in addition to the applicable requirements of Section 504 and the Fair Housing Act, wherever practical and possible for as many units as possible within a development:

   - Provide a 32" clear opening in all bathroom and interior doorways; and
   - Provide at least one accessible means of egress/ingress for each unit.

<u>Uniform Relocation Act (URA)</u>

All Projects fall under the requirements of the URA. Any Project resulting in permanent relocation/displacement of households will not be funded by the County. Applicants must further document that any purchase of property meets the requirements of URA, including provision of notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain. **<u>To ensure compliance with the URA, applicants shall consult with the County to understand the requirements of URA prior to the beginning of the Project. URA guidance can be accessed here.</u>**

C.1. Project Title:

C.2. Will the Project operate from the same address as the Agency?

Please provide the Project address(es):

C.3. Select the Project type(s) that best describes the Project:
Please select all that apply:

☐ **New Construction**

☐ **Rehabilitation**

☐ **Reconstruction**

☐ **Conversion**

☐ **Site Improvements**

☐ **Acquisition of Property**

☐ **Acquisition of Vacant Land**

☐ **Demolition**

☐ **Project Related Soft Costs**

☐ **Supportive Services**

Project Narrative

C.4. Provide a detailed description of your Project. Describe the need for Project, the benefit to HOME-ARP Qualifying Populations, activities to be undertaken, including the scope of work and timeframe, outcomes to be achieved.

C.5. Explain how the proposed Project aligns with the current Stark County HOME-ARP Allocation Plan

C.6. Describe the need and urgency for the proposed Project. What are the consequences if the Project is not funded?

C.7. Describe how the location(s) of the Project, in whole or part, provides and promotes greater choice and will not create undue concentration of poverty in any given area.

C.8. Describe how the Project locations(s) will connect the population to jobs, transportation and community resources.

C.9. Describe how the Project creates new affordable housing units, prevents the loss of viable units or significantly changes the composition of those units to meet the needs of the proposed population.

C.10. Describe the length of time the proposed Project will provide long-term affordable housing and what mechanisms will ensure this.

C.11. Describe the outcomes expected to occur in the community as a result of the proposed Project and how outcomes will be achieved.

C.12. Describe the organization's capacity to complete the proposed Project and its experience carrying out similar activities with federal funding. See 2 CFR Part 200 for requirements.

C.13. Describe the organization's fiscal management including financial reporting and recording keeping.

C.14. Is there a fiscal agent other than the applicant?

Name of Fiscal Agent

D. Targeting and Occupancy

The American Rescue Plan requires HOME-ARP activities to primarily benefit households in the qualifying populations. To improve the feasibility and maintain the long-term viability of Projects with HOME-ARP rental units for qualifying households, applicants may invest HOME-ARP funds in units that are not restricted for occupancy solely for qualifying populations as described in this section.

Targeting: HOME-ARP funds can only be invested in units restricted for qualifying households or low-income households as follows:

i. Not less than 70 percent of the total number of rental units assisted with HOME-ARP funds must be restricted for occupancy by households that are qualifying households at the time of the household's initial occupancy; and,

ii. Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds may be restricted to low-income households. These rental units do not have to be restricted for occupancy by qualifying households; however rental units restricted to low-income households are only permitted in Projects that include HOME-ARP units for qualifying households.

Occupancy Requirements:

i. Units restricted for occupancy by qualifying households must be occupied by households that meet the definition of a qualifying population at the time of admission to the HOME-ARP unit. A qualifying household after admission retains its eligibility to occupy a HOME-ARP rental unit restricted for qualifying populations, irrespective of the qualifying household's changes in income or whether the household continues to meet the definition of a qualifying population. As such, a unit restricted for a qualifying household remains in compliance with the HOME-ARP unit restriction as long as the unit is occupied by a qualifying household that met the definition of a qualifying population at the time of admission.

ii. Low-Income Households. At initial occupancy, units restricted for low-income households must be occupied by households that meet the definition of low-income in 24 CFR 92.2. If a tenant's income increases above the applicable low-income limit during the compliance period, the unit will be considered temporarily out of compliance. Noncompliance requires the County to take action in accordance with the rent and unit mix requirements in the Notice.

<u>Prioritization</u>

The County has established a preference for literally homeless individuals and families in its approved HOME-ARP Allocation Plan. All other Qualifying Populations will be selected in chronological order for any rental units not occupied by literally homeless individuals and families. Literally homeless QP applicants will be prioritized for admission for occupancy based on the following criteria in order of priority:

1. Chronically Homeless Individuals and Families with the Longest History of Homelessness and with Severe Service Needs[1]
2. Homeless Individuals and Families with a Disability and with Long Periods of Episodic Homelessness and Severe Service Needs
3. Homeless individuals or heads of household (in the case of families), as defined in 24 CFR 578.3, who are eligible for CoC Program-funded PSH and who have severe service needs. In the case of individuals or heads of

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[1] A person with severe service needs is one for whom at least one of the following is true: (1) History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or (2) Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support to maintain permanent housing. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living conditions may constitute severe service needs. Severe services needs should be "identified and verified through data-driven methods such as an administrative data match or by using a standardized assessment tool and process and should be documented in a program participant's case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

households with equally severe service needs, those with the longest cumulative length of documented homelessness during the last three years will receive priority.

4. Homeless individuals and heads of households (in the case of families) who are:
    a. Eligible for CoC Program-funded PSH and currently residing in a transitional housing Project, where, before residing in the transitional housing, they had lived in a place not meant for human habitation, in an emergency shelter, or in a safe haven; or
    b. Eligible for CoC Program-funded PSH and currently residing in a transitional housing Project if they were fleeing or attempting to flee domestic violence before residing in the transitional housing even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven before entering the transitional housing

Initial Occupancy Deadlines

In accordance with the HOME-ARP Notice, HOME-ARP funded rental Projects must comply with the following deadlines and requirements as evidenced by occupancy by tenants with a written lease that complies with the requirements of [24 CFR 92.253]:

i. The County, as applicable, must submit to HUD information on its efforts to coordinate with a CoC, homeless service providers, social service and other public agencies to fill units for qualifying households or must submit marketing information and, if appropriate, a marketing plan to fill units for low-income households.

ii. Within 12 months from the date of Project completion, if efforts to market the units are unsuccessful and units remain unoccupied by an eligible tenant, the County will require repayment by the owner/developer of all HOME-ARP funds invested in each vacant unit. A unit that has not served a HOME-ARP QP household has not met the purposes of the HOME-ARP program; therefore, the costs associated with the unit are ineligible.

Income and Rent Limits

To qualify as affordable housing, HOME-ARP assisted units must be rented only to HOME-ARP Qualifying Population (QP) households at rents regulated by the program to be affordable to QP households. HOME-ARP does not impose income restrictions on units restricted for qualifying populations. If there is no income requirement in the qualifying population's definition, an initial determination of household income is not required, except as necessary to determine an affordable rental contribution by the qualifying household or to establish eligibility for another funding source in the unit that imposes income restrictions.

The County must approve the development's rent schedule annually throughout the HOME-ARP compliance period.

Units Restricted for Occupancy by Qualifying Households:

In no case can the HOME-ARP rents exceed 30% of the adjusted income of a household whose annual income is equal to or less than 50% of the median income for the area (low-HOME rent), as determined by HUD, with adjustments for number of bedrooms in the unit. HUD will publish the HOME-ARP rent limits on an annual basis. Notwithstanding the foregoing, a unit that receives a Federal or state project-based rental subsidy and is occupied by a very low-income household that pays as a contribution to rent no more than 30 percent of the household's adjusted income, may charge the rent allowable under the Federal or state project-based rental subsidy program (i.e., the tenant rental contribution plus the rental subsidy allowable under that program). If a household receives tenant-based rental assistance, the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rental subsidy allowable under that rental assistance program).

A qualifying household after admission retains its eligibility to occupy a HOME-ARP rental unit restricted for qualifying populations, irrespective of the qualifying household's changes in income or whether the household continues to meet the definition of a qualifying population. As such, a unit restricted for a qualifying household remains in compliance with the HOME-ARP unit restriction as long as the unit is occupied by a qualifying household that met the definition of a qualifying population at the time of admission.

Rent limitations – low-income households:

HOME-ARP rental units occupied by low-income households must comply with the rent limitations in 24 CFR 92.252(a) (i.e., the lesser of the Fair Market Rent for existing housing for comparable units in the area, as established by HUD, or a rent equal to 30 percent of the income of a family at 65 percent of median income for the area (High-HOME rent), as determined by HUD, with adjustments for number of bedrooms in the unit). Notwithstanding the foregoing, when a household receives assistance from a federal tenant-based rental assistance (e.g. housing choice vouchers), the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rent subsidy allowable under the rental assistance program). The rent limits for low-income households apply to the rent plus the utility allowance established pursuant to Section VI.B.13.d of the HOME-ARP Notice.

Rent limitations – Single Room Occupancy (SRO) Units:

A HOME-ARP rental Project may consist of SRO units. For the purposes of HOME-ARP rental, an SRO unit is defined as a unit that is the primary residence of the occupant(s) and must at least contain sanitary facilities but may also contain food preparation facilities. A Project's designation as an SRO cannot be inconsistent with the building's zoning and building code classification. If the SRO units have both sanitary and food preparation facilities, the maximum HOME-ARP rent is based on the zero-bedroom fair market rent. If the SRO unit has only sanitary facilities, the maximum HOME-ARP rent is based on 75 percent of the zero-bedroom fair market rent. The rent limits for SRO units must also include the utility allowance established pursuant to Section VI.B.13.d of the Notice.

D. Tenant Selection

Provide in detail how the Project will be operated after construction, including a marketing and management plan, tenant selection plan and waiting list procedures, and measures taken to ensure affordability during the minimum compliance period. Explain efforts that will be taken to Affirmatively Market units for Fair Housing. For supportive services Projects, include the applicant's standard operating procedures and a description of how referrals will be accepted and length of time services will be provided.

D.1. Describe how the Project will accept referrals from the CoC and other referral methods and specific procedures for implementing the County's prioritization policy.

E. Overall Funding

E.1. List all funding sources and the amount of funding that will be applied to the proposed Project:

Funding	**Notes**	**Amount**	**Is the source committed or pending?**	**Provide expected date of funding on all "pending" funding sources.**
Private Funds*				
CDBG				
HOME				
HOME-ARP				
Other Funding				
*Identify Sources in Notes Field				

E.2. Specify the type of match contribution the applicant will use to meet the 25% match requirement. *(Note match is only required if County HOME Entitlement funds are being utilized in addition to HOME-ARP.)*

Commitment of Funds

E.3. If awarded funding for your Project, will you be able to complete the Project within 24 months of the Project setup date?

Please Explain:

E.4. If applying for rehabilitation, new construction, or demolition, will you be able to break ground (start construction) within 12 months of the Project setup date?

F. Additional Information

F.1. Has the Project site been determined?

Site Address(es):

F.2. Zoning-Is the site zoned for the proposed activity?

If the site is not currently zoned for the proposed activity, provide an explanation and timetable to change zoning or receive a variance.

F.3. Does your request include property acquisition?

F.4. Has an appraisal been completed within the last 12 months?

If appraised value not known, what is the fair market value determination?

F5. Is the land vacant and free from structures?

F.6. Relocation-Does the Project require relocation (moving) of occupants from a structure?

F.7. General Information Notice- Please contact Diane Sheridan or Lisa Snyder if: (a) prior to Project start if relocation is applicable, or (b) if you have already provided Notice under the URA.

Date notice was provided to occupants:

Date notice to occupants will be completed:

F.8. Who is responsible for paying utilities?

Units Created or Rehabilitated

F.9. Total number of Units to be created or rehabilitated:

Unit Type	Number of Units Being Created or Rehabilitated	Anticipated or Actual Monthly Rent
Single Room Occupancy (SRO)		
Efficiency		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
5 Bedroom		
5+ Bedroom		
Group Home		

F.10. How many units will meet Energy Star Standards upon completion?

F.11. If the Project involves rehabilitation of 26 or more units, have all major systems been assessed? If no, explain why.

F.12. If it is determined the remaining useful life of one more major system is less than the period of affordability, does the organization have a replacement reserve to ensure adequate repair and/or replacement occurs?

Handicap Accessible Units - 504 & Fair Housing

F.13. Does your Project include new construction or substantial rehabilitation in which the cost of rehab is 75% or more of the after- rehab value, as evidenced by an appraisal?

F.14. Are there five or more units in the total Project?

If yes, 504 Requirements Apply to your Project. In addition, all new construction and rehabilitation Projects involving buildings with four or more units, must also comply with the minimum accessibility requirements of the Fair Housing Act.

F.15. How many units will be 504-accessible?

F.16. How many units will be made sensory accessible?

Environmental Considerations

F.17. Is the Project currently underway? If yes, the Project is not eligible for funding unless the County has already completed an Environmental Review Record and has received clearance.

F.18. Distance from nearest railroad:

F.19. Distance from nearest major roadway:

F.20. Distance from nearest municipal or military airport:

F.21. Is there a wetland associated with this Project?

F.22. Is there evidence or knowledge that a portion of the proposed Project is located in a 100- or 500- year flood plain?

F.23. Is there any presence of lead or lead hazards within the property?

F.24. Does the Project involve existing units that are 50 years old or older?

If yes, does the property have historical significance?
If yes, attach documentation of historical significance, and/or evidence of SHPO finding of effect (required).

F.25. Does the Project include repair, rehabilitation, or conversion of existing building/facilities?

F.26. Does the Project involve activities requiring ground disturbance?

F.27. Are there any wells on the Project site?

F.28. Is there visual evidence of mold growth on the interior surfaces or any known leaks in the building envelope that might contribute to concealed water damage or mold?

F.29. Is there knowledge or evidence of former methamphetamine (meth) manufacturing labs within the subject property?

F.30. Is there any presence of asbestos located within the property?

F.31. Is there any presence of radon? New construction Projects will be required to test post-construction.

F.32. If the Project involves construction of four or more rental units, will the construction include installation of broadband infrastructure?

Project Team

F.33. Complete the name, phone number, and email for the following Project team members. State "N/A" if team member designation is not needed/is not planned to be utilized.

Role	Name	Phone Number	Email
Developer			
Project Manager			
Project Coordinator			
Legal			
Accountant			
Architect			
Construction Contractor			
Engineer			
Management Company			
Other*			

Is the developer, sponsor, and/or any member of the Project team debarred (or have been debarred) from federal contracting opportunities? Yes or no. If yes, please list who.

Project Timeline

F.34. Estimated Project Start Date:

F.35. Estimated Project Completion Date:

F.36. Applicants for acquisition, rehabilitation, demolition, conversion, or new construction must provide a schedule for the Project and list major Project activities and completion dates. DO NOT leave any line blank, if not applicable enter NA.

Project Activity	Scheduled Completion Date	Competed Prior to Application?
Market Study		
Site Control		
Phase 1 Environmental		
Architect Selected		

Preliminary Plans/Specs		
Local Building Code Review		
Final Plans/Specs		
Interim Applications Submitted		
Interim Commitments Received		
Permanent Applications Submitted		
Permanent Commitments Received		
Bidding Completed		
Contractor Selected		
Construction/Rehab to Begin		
Marketing Begins		
Income Verification Begins		
Lease-up Period Begins		

Project Specification

F.37. Do you currently have Project specifications, floor plans/line drawings?

F.38. Does this Project include five or more Stark County HOME-ARP funded units? If yes, an Affirmative Marketing Plan must be developed for the Project, provided to the County for review & acceptance, and followed by applicant when locating clients/tenants for the Project. If completed, please attach:

How will this marketing approach promote equal opportunities and ensure compliance with Federal Fair Housing regulations?

G. Conflict of Interest

The intent behind conflict of interest provisions is to ensure that all funding decisions are made on their own merits. It is a conflict of interest for any employee, agent, consultant, officer, or elected or appointed official to provide inside information or participate in approving a loan or grant action when the person has business ties with the applicant or is a member of his/her immediate family. "Immediate family" is generally defined as the employee, spouse and children any marriage of either, parents and siblings, by blood or marriage-mother/father, step mother/father, mother/father-in-law, sister/brother, stepsister/brother, sister/brother-in-law.

As an applicant requesting funding, will you, or any of your employees, agents, consultants, officers, or elected officials meet any of the following conflicts of interest:

G.1. Participate in the decision-making process for the approval of this application? (i.e., Board of Stark County Commissioners or SCRPC staff)

Please explain:

G.2. Have a financial interest or reap a financial benefit from this activity?

Please explain:

G.3. Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?

Please Explain:

☑ **I confirm that there are no conflicts of interest and/or they have been fully disclosed above. If it is found that a conflict of interest is present either before or during the application and/or Project period, I understand that penalties may apply, the Project application may be denied and/or funding may be withdrawn or paid back.**

Signature of Authorized Representative ______________________________

Print Name ______________________________

Date ______________________________

Certification

Other Federal Requirements

Nondiscrimination and Equal Opportunity

The following federal nondiscrimination and equal opportunity guidelines apply to all County affordable housing Projects and affect both development and operation or sales of assisted housing:

i. The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR part 100 et seq.

ii. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107.

iii. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- 2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1.

iv. The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR part 146.

v. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title.

vi. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.; 24 CFR part 8; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

vii. Executive Order 11246, as amended by Executive Orders 11375, [[Page 41]] 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339; 3 CFR, 1966-70 Comp., p. 684; 3 CFR 1966-70 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60.

viii. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development).

ix. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise). The nondiscrimination provisions of Section 282 of the National Affordable Housing Act of 1982.

The following additional guidelines apply to all rental housing Projects:

x. The requirements of 24 CFR 5.105(a)(2) requiring that HUD-assisted housing be made available without regard to actual or perceived sexual orientation, gender identity, or marital status and prohibiting owners (or their agents) from inquiring about the sexual orientation or gender identity of an applicant for, or occupant of, HUD-assisted housing for the purpose of determining eligibility for the housing or otherwise making such housing available. This prohibition on inquiries regarding sexual orientation or gender identity does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity.

xi. The requirements of 24 CFR 92.359 and 24 CFR Part 5, Subpart L which implement provisions of the Violence Against Women Act (VAWA), as amended, which provides various protections to applicants and tenants who are victims of domestic violence, dating violence, sexual assault, and stalking. Notwithstanding the title of the statute, VAWA's requirements and tenant protections apply regardless of any individual's sex, gender identity, or sexual orientation.

Uniform Relocation Act (URA)

All Projects fall under the requirements of the URA. Any Project resulting in permanent relocation/displacement of households will not be funded by the County. Applicants must further document that any purchase of property meets the requirements of URA, including provision of Notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain. **To ensure compliance with the URA, applicants should consult with the County to understand the requirements of URA.**

Minority Business Enterprise and Women Business Enterprise (MBE/WBE) Plan
Applicants must maintain an MBE/WBE plan that demonstrates marketing and solicitation of MBE/WBE businesses and contractors for the construction of the Project.

☑ **I hereby acknowledge that by applying for HOME-ARP funds, this activity may require compliance in following areas:**

- **Utilization of minority and women contractors**
- **Labor Standards Provisions (Davis-Bacon Act)**
- **Uniform Relocation Act and Section 104 (d)**
- **Section 3**
- **Environmental Regulations**
- **Flood Insurance**
- **Lead-Based Paint Assessment and/or Remediation or Abatement**
- **Radon Mitigation**
- **Debarred, Suspended and Ineligible Contractors and Subcontractors**
- **Handicapped Accessibility**
- **Title VI of the Civil Rights Act of 1964**
- **Title VIII of the Civil Rights Act of 1969 – Fair Housing Act**
- **Federal Funding Accountability and Transparency Act**

I understand that upon submission of this application, any and all activities that pertain to this Project must cease immediately until environmental clearance has been given, this includes property acquisition (24 CFR part 58.22)

☑ **Additionally, I certify that, in accordance with federal regulations, HOME-ARP funds may not be used to directly or indirectly employ, award contracts to, or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension, or placement of ineligibility status.**

By signing below, I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed Project, and that none will be prior to issuance of a Release of Funds by the County

Penalty for false or fraudulent statement: U.S. Code Title 18 Section 1001 provides: "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United Sates, knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representative; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry shall be fined under this title, imprisoned no more than 5 years."

Signature of Authorized Representative ____

Print Name ____

Date ____

Required Attachments

501(c)3 Designation
Board Resolution
Conflict of Interest Policy and Procedures
List of Board Members
Current Staff Roster with Status (full or part-time) indicated for each Map of Project Location
Minimum of three photos of the Project location
Fiscal Agent Letter of Commitment
Fiscal Policies and Procedures
Funding Commitments
Total Development Budget, including Sources and Uses Statement HUD Exchange
Most Recent Financial Audit
Property Deed or other evidence of site control
Property Appraisal
Relocation Plan
Preliminary Plans/Construction Documents
Affirmative Marketing Plan/Tenant Selection Plan