

2013 CDBG APPLICATION

Housing Activity – Multi-Family Housing Project (MFH) – Instructions

Multi-Family Housing Project (MFH)

- **Acquisition (Includes vacant land for MFH construction);**
- **Rehabilitation;**
- **Acquisition with Rehabilitation**

**Up to \$1,000,000 for MFH Rehabilitation or
MFH Acquisition/Rehabilitation project**

Up to \$600,000 for Vacant Land Acquisition for MFH Construction

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Each activity section begins with an activity-specific Table of Contents, which:

- Must be completed and submitted as the first page of the activity-specific forms and documentation.
- Provides the order in which each activity section must be organized and submitted.
- Provides a checklist to ensure that all required activity-specific documentation is included in the application.
- Enter the Applicant name in the space provided and use the drop down menus or space provided to indicate documentation and the corresponding pages in the application.

>>Refer to **NOFA** for additional information on **Eligible Activities and Needs Scoring**<<

Failure to complete all sections may cause that section not to be reviewed.

A Note About Acquisition of Vacant Land:

- **For Non-Housing Related Acquisition, use the other appropriate activity application forms that represent the end use (e.g., **Public Facilities, Public Improvements**).**
- **For a Housing Project, continue here, with the **Real Property Acquisition instructions and corresponding application forms**.**
- **For any other type of Real Property Acquisition, please refer to the **NOFA** to determine eligibility or contact a **CDBG Representative** for instructions.**

A. Activity Information:

1. **Is this Activity Being Submitted Under the Community Development Funding Category, the Native American Set-Aside or the Colonia Set-Aside?** (Check only one box per set of activity application forms.) If you are applying for this activity under more than one allocation, then you must fill out a separate set of activity application forms for each allocation being applied for. (*For example: One complete set for Community Development and one complete set for Native American if both are being applied for.*)
2. **Is Any Program Income Being Committed to this Activity?** Check the appropriate box. If “Yes”, indicate the amount committed.

Has the Program Income been identified in the Public Participation process and approved in the application resolution? Check the appropriate box.

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3. **What Type of Housing Rehabilitation Activity is Being Proposed?** *(Check the type of activity that is being proposed.)* For more in-depth descriptions of eligible activities, please refer to the information provided by HUD at: [HUD Guide to Eligible Activities](#). ***Remember:*** *Only one project plus one program may be applied for under the Housing Activity.*

4. **Indicate the Proposed Project Location** *(Map Required)*

5. **Description of Activity:** Provide a brief narrative description of the proposed activity. The narrative should include specific information on who, what, when, where and how. Include a brief description of Need and how the project will meet a National Objective.

Remember: *The National Objective is always based on the beneficiaries of the final use/result of the Project.*

6. **Relocation Compliance:** Relocation compliance may be triggered by this type of activity. For Multi-Family rental activities for owner investors, then tenants in assisted units must be provided with proper relocation notices and temporary relocation assistance. A separate set of temporary relocation policies will be required as part of meeting special conditions of the grant.

At the time of clearing special conditions, a formal relocation plan will be required for projects with any relocation or displacement activities in accordance with all federal relocation laws.

B. Need for Activity:

The need for HR assistance is primarily based on data that can be verified through Census information, found in **Appendix P**.

1. **Overcrowding:** The total percentage of the Jurisdiction's housing stock that is overcrowded (1.01 or more occupants per room). The total includes owner-occupied units **and** renter-occupied units. Proposed MFH Projects must use jurisdiction-wide data. Since the Applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix P**.

2. **Rental Vacancy Rate (For Multi-Family Rental Projects):** Since the Applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix P**.

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C. Benefit: Be sure to include the page numbers for the items below in the Table of Contents.

1. **Service Area Scores – Jurisdictional Low/Mod and Poverty Percentages:** MFH Projects provide a benefit to the entire community; and, therefore, will be scored based on jurisdiction-wide beneficiary data. Since the Applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the Low/Mod percentage provided on HUD’s Website for Low/Mod and the Poverty percentage provided in **Appendix A.**
2. **Total Number of Units in the Project:** Fill in the blank with the appropriate number.
3. **Beneficiaries – National Objective Eligibility Worksheet:** Answer the questions and follow the prompts in the Worksheet to determine project eligibility based on beneficiaries and to make sure that an appropriate funding amount is being requested. What percentage of Low-Income housing units will benefit from this activity?

Common improvements such as roofs and exterior painting can be pro-rated based on percentage of Low-Income units being served. The proportion of cost borne by CDBG funds may never be greater than the proportion to be occupied by Low-Income households
4. **Beneficiaries (Number of Households):** Of the proposed number of units to be assisted, indicate (in question #3) the number of owner- or renter-occupied units categorized by Low/Mod, Very Low-Income and Extremely Low-Income.

Note: *Occupancy/use by the beneficiaries must occur by the CDBG contract expiration date otherwise the LMI/LMH National Objective will not be deemed to be met and a return of funds may be required.*

D. Readiness: Be sure to include the page numbers for the items below in the Table of Contents.

An Applicant can demonstrate an increased level of capacity by completing and documenting actions that make the proposed project more ready to proceed. Readiness must be directly related to a specific activity and may include a properly procured program operator, obtaining documented commitments from funding sources, securing site control, or any other documentation that would support that the Applicant is ready to proceed with the project.

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1. **Activity Specific Operator Experience (for MFH Projects):** Submit evidence of the Jurisdiction's experience in multi-family housing projects. Full points will be awarded to jurisdictions which have completed three or more similar projects with CDBG or HOME funding since Program Year 2007-08. Lesser point totals may be achieved by verifying lesser experience with similar projects, with or without CDBG or HOME funding, and submitting proof of a subrecipient agreement with a subrecipient with HOME/CDBG MFH experience within the last five years. Documentation required is described on the form.

2. **Funding in Place:** *Check all applicable boxes. List where the funding is coming from and how much from each source. Fill out the funding breakdown in the chart below. Provide documentation supporting the funding listed. Include narrative in the Comments section below as necessary. Include the page numbers for the supporting documentation in the Table of Contents.*

3. **Site Control (for any type of MFH Projects):** *Check the appropriate box(es) and submit the documentation required.*

Note: *Applicants **must not** make a choice-limiting action. Choice-limiting actions include executing a sales or lease agreement on land for the proposed project site (however, an option to purchase or option to lease is an allowable action) or executing a construction contract **prior** to conducting an objective environmental review and obtaining release of CDBG funds for the proposed activity.*

4. **Other Readiness Documentation:**

- ✓ Check the appropriate box(es);
- ✓ Submit the documentation required; and,
- ✓ Write in the page number in the application where the documentation may be found.

A list of acceptable readiness items is included in the activity table of contents.

For any additional readiness documentation, add rows to the table of contents and the page where support documentation can be found.