

INSTRUCTIONS for Housing Rehabilitation

INSTRUCTIONS FOR COMPLETING ACTIVITY FORMS

Note: If more than one project is being proposed, submit a separate Activity Form for each project. Only one program may be applied for.

A. ACTIVITY DESCRIPTION:

Describe if the activity will be a program or a project. If it is a program, describe if it is a jurisdiction-wide program or target area. Depending on local indicators and census data, jurisdictions may be able to strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area. If the applicant checked target area, please read the following two paragraphs:

Scoring for need. If the applicant is proposing housing rehabilitation in a target area, exterior housing condition survey data may be used to show the percentage of units in need of rehabilitation or dilapidated in place of the community-wide data stated in the jurisdiction's housing element. **The survey must be completed using the survey form contained in Chapter 16 of the CDBG Grant Management Manual. The survey data must be more recent than the data in the housing element and if the survey is jurisdiction-wide, the data must be amended into the housing element.** Note: proposed multi-family housing projects must show the rehabilitation need or units in the project.

Census data. Applicants must also use Census data showing the age of housing stock and overcrowding for the jurisdiction or target area(s). **For target areas, a map must be provided showing the exact census tract and or block groups being served. Each target area will require a separate set of census tables with the proper data.** Note: proposed multi-family housing projects must use jurisdiction-wide data.

1. Check only one of the items listed to indicate how funds will be used.
2. Provide a brief narrative description of the proposed project or program. The narrative should include either jurisdiction-wide or target area program or multi-family project-specific information on the number of units to be rehabilitated, how many units are owner or renter occupied, and how many families are on the applicant's interest list. Priority for rehabilitation should be based on urgent need of health and safety repairs.

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- 3 Environmental Clearance:** Rehabilitation programs for single family units (HUD defines single family as 1 to 4 units) occupied by owners or tenants are covered under a Rehabilitation Environmental Review (RER). One RER is required for each rehabilitation program funded by a State grant. The RER also works for reconstruction projects.

For rehabilitation of multi-family projects of 4 units or more, a *Statutory Worksheet* must be completed and all appropriate “oversight” agencies must be consulted. All documentation to evidence compliance with the proper NEPA process **must** be provided. If all items on the *Statutory Worksheet* are in primary compliance, the project will convert to exempt. If it does not convert to exempt, the proper publications must be made. If the scope of the project extends outside of the existing footprint and expands the size or capacity of the project by more than 20%, an environmental assessment must be completed.

B. NEED FOR ACTIVITY:

1. Choose either Target Area or Jurisdiction-wide housing conditions and complete the chart.

For applicants with a jurisdiction-wide housing rehabilitation program, or a target area program where current survey data are not available, complete this section and attach 2 copies of the Housing Element page showing this information.

For grantees proposing a target area rehabilitation program and are using the survey form contained in the CDBG Grant Management Manual, complete this section. Surveys will only be accepted for target areas, jurisdiction-wide data must be amended into the current housing element.

Sound Units. List the percentage of sound units. The percent entered must be from the latest adopted Housing Element submitted to the Department’s Housing Policy Development Division. If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

Units suitable for rehabilitation. The percentages entered must be from the latest adopted Housing Element submitted to the Department’s Housing Policy Development Division. **If data are available, break the percentage amounts down by the categories “minor,” “moderate,” “major” rehabilitation.** If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

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Dilapidated units. The percent entered must be from the latest adopted Housing Element submitted to the Department's Housing Policy Development Division. If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

Note: The total percentage of the target area or jurisdiction wide chart, must add up to 100%.

2. Age of Housing Stock & Overcrowding.

Age of housing stock. The applicant must use 2000 Census data for this number. Age of housing stock data is available in the 2000 Census Summary File 3, Table DP-4 (see sample in Appendices).

Overcrowding. Overcrowding means 1.01 or more persons per room. Applicants must use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample in Appendices).

3 Supplemental information. If the Census data for Age of Housing Stock and Overcrowding do not accurately depict the community's need in those categories, please attach third-party documentation, if available, showing the community's worsened needs in either of these two categories and indicate the page numbers where the documentation can be found. Such supplemental information shall not be older than five years from this year's application filing date and must be specific to the community.

Note: Unless it occurs within the last year, data for condition of housing stock **cannot** be supplemented since the source data are either a housing element or recent survey as noted above.

C. TARGETED INCOME GROUP BENEFIT

Housing rehabilitation programs are direct assistance activities. Because they are direct assistance activities, all units being provided with CDBG financing must be income qualified and documented as TIG. Rehabilitation programs will always be 100% TIG.

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If a multi-family project is proposed, the CDBG funds can only be used to rehabilitate the units of low income/ TIG households. Common improvements like roofs and exterior painting can be pro-rated based on percentage of low income units being served. Multi-Family Projects that do not clearly show 100 percent TIG benefit, or do not show clearly how only TIG units will be assisted, will not receive points in this category.

1. Check the appropriate box under a. or b.
 - a.
 1. If the application is for a single family rehabilitation program for owner occupants that are income restricted and 100% TIG benefit, as determined by the CDBG Eligibility and Income Limits, check the yes box and skip to Readiness Chart.
 2. If the application is for a single family rehabilitation program for owner investors who will rent to tenants that are income restricted and 100% TIG benefit, as determined by the CDBG Eligibility and Income Limits, check the yes box and skip to Readiness Chart.
 - b. If the application is for a mixed income multifamily project, check the yes box, answer question #2, and complete the chart.
2. If a mixed income multi-family project will be limited to tenants that are TIG, check the income restricted box. If the applicant has completed a survey, check the income survey box.
 - Enter the date the survey was completed, the total number of tenants in the project, number of units in the project and number of tenants that responded to the survey.
 - Enter the number of tenants that are TIG and Non-TIG.
 - Attach a copy of the survey form, survey methodology, and results of the survey.

Income restriction: Applicants should demonstrate that there is an explicit limitation, based on income, for those eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Income survey: Applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendices for guidance on survey methodology.

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D. PROGRAM READINESS

Of the 150 points available for capacity, the application may be awarded up to 50 of these points for documentation of actions taken that make the proposed project or program more ready to proceed. These actions must be directly related to the activity. They may include the completion of the special conditions and environmental review requirements, securing site control, securing financing for the entire project, or anything that would enable the applicant to be ready to proceed.

Grant Administrator and/or Program Operator--Check the appropriate box(es), submit the documentation required (resumes and duty statements for staff, applicant and governing body action hiring consultant, or governing body action approving subrecipient). Write in the page number where the documentation can be found.

Environmental Clearance--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Special Conditions--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Project Readiness-- Check the appropriate box, submit the documentation required, and write in the page number in the application where the documentation can be found. A partial list of acceptable readiness items are listed Readiness Chart.

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A. ACTIVITY DESCRIPTION:

1. How will be requested CDBG funds be used?

Check only one of the following:

Target Area Rehabilitation Program

Or

Jurisdiction-Wide Housing Rehabilitation Program

Or

Multi-Family Rehabilitation Project

***Note: When using target areas for rehabilitation activities, rehabilitation work must be completed in all designated target areas.**

2. Description of Activity (*see instructions*):

3. Environmental Clearance: (Please indicate the anticipated level of environmental clearance.)

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B. NEED FOR ACTIVITY:

1. Complete the required information on the chart that is applicable to the program.

For TARGET AREA programs <i>with</i> current survey data.		
Enter the percent of housing units <u>within</u> the target area that are:	Category	List %
Sound and not in need of Rehabilitation	Sound	%
Suitable for Minor Rehabilitation	Minor	%
Suitable for Moderate Rehabilitation	Moderate	%
Suitable for Major Rehabilitation	Major	%
Dilapidated. Not suitable for Rehabilitation.	Dilapidated	%
	TOTAL:	100%
<i>Be sure to attach a copy of the survey form used, the survey methodology, and a summary of the survey results to this application.</i>		

OR

For JURISDICTION-WIDE programs.		
Enter the percent of housing units <u>within</u> the jurisdiction that are:	Category	List %
Sound and not in need of Rehabilitation	Sound	%
Suitable for Minor Rehabilitation	Minor	%
Suitable for Moderate Rehabilitation	Moderate	%
Suitable for Major Rehabilitation	Major	%
Dilapidated. Not suitable for Rehabilitation.	Dilapidated	%
	TOTAL:	100%
<i>Be sure to attach 2 copies of the page from the Housing Element where these percentages are documented.</i>		

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2. Age of Housing Stock & Overcrowding. Provide the requested information for each category.

Enter the percentage of housing stock over 30 years of age (pre-1970) as shown in the 2000 Census Summary File 3, Table DP-4	Age of Housing Stock	%
Enter the percentage of households that are overcrowded as shown in the 2000 Census Summary File 3, Table DP-4	Overcrowding	%

Be sure to attach the Housing Stock and Overcrowding Census tables to this application. Also, show the calculations on each table.

3. Supplemental Information. This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to the community's worsened age/condition of housing and/or worsened overcrowding needs. Provide all information that is requested.

Check if providing supplemental information for:

___ Worsened Age/Condition of Housing ___ Worsened Housing Overcrowding

Describe the worsened Housing Element conditions and/or worsened overcrowding issue that is not reflected in the 2000 Census data:

How is this issue specific to the community?:

List:

- third-party documentation (must be less than 5 years old) that is being submitted to support the issue, and
- the date of the documentation submitted, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

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C. TARGETED INCOME GROUP (TIG) BENEFIT

1. Check the appropriate box under a. or b. below.

a. Is this a single-family program that will be **income restricted** and benefit **100% TIG**?

____ Yes. Skip to Readiness Chart ____ No. Complete question #2.

Note: All single-family rehabilitation programs must be income restricted and benefit 100% TIG.

OR

b. Is this program a mixed income **multi-family** project?

____ Yes. Complete question #2.

2. How will **TIG benefit** be established for the mixed income **multi-family** project?

____ Income Restriction ____ Income Survey. Complete chart below.

a. If TIG benefit is determined by an income survey, complete the following survey information:

Survey Date:	
Total # of anticipated beneficiaries:	
Households or persons?	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

b. Based on the survey results, the percentage of **TIG households** that will benefit from this proposed activity is:

____%

c. **Attach a copy of the survey form and a summary of the results.**

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D. PROGRAM READINESS – Housing Rehabilitation

See Instructions for details of how to complete and provide proper documentation.

PROGRAM OPERATOR	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
In-House Administration			
Subrecipient Agreement			
Consultant Hired			

ENVIRONMENTAL	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Complete Environmental Review Record (ERR)			
Ready to Publish Public Notice			
Environmental Finding Form			
Form 58.6			

SPECIAL CONDITIONS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Program Guidelines			
Temporary Relocation Plan			
PI Reuse Plan Approved			

READINESS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Waiting List – Eligible Participants			
List of Eligible Bidders			
Continuation of Existing Program			
Multi -Family Project is in Construction			