



**CITY OF ASHEVILLE  
and  
ASHEVILLE REGIONAL HOUSING CONSORTIUM**

**HOME Investment Partnerships Program  
and  
Community Development Block Grant Program**

**APPLICATION INSTRUCTIONS FOR**

**CONSTRUCTION  
PROJECT FUNDING**

**for grant year starting  
July 1, 2012**

**Application workshop:  
Thursday, December 8, 2011, 9:00 a.m. to 12:00 noon  
City of Asheville 6<sup>th</sup> floor Training Room**

## GENERAL CONSTRUCTION APPLICATION INSTRUCTIONS

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### **Which Form?**

This form is to apply for CDBG and HOME funds for **construction projects**.

This includes:

1. New Construction for Homeownership
2. New Construction for Rental
3. Rental Rehabilitation
4. Owner Occupied Rehabilitation
5. Commercial Construction or rehabilitation (CDBG Only)
6. Public Facility or Improvement (CDBG Only)
7. Predevelopment Loan (HOME Only)
8. Acquisition, Rehabilitation and Sale
9. Environmental Review

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### **CDBG or HOME?**

This is not a simple question, since the programs do overlap.

- CDBG funds can be used for a wide variety of construction programs, but must be used within the City of Asheville. However, CDBG can be used for new housing construction only in certain designated areas in the City and only when undertaken by designated agencies.
- HOME funds may be used anywhere in the Consortium (Buncombe, Henderson, Madison and Transylvania Counties)
- The only non-construction uses eligible for HOME funding are Tenant Based Rental Assistance, down-payment assistance to homebuyers and pre-development loans for CHDO's.

If in doubt, please contact City of Asheville staff. If the project is eligible for both sources of funding (e.g. down-payment assistance) you must choose which one to apply for. It is our policy that ***CDBG and HOME cannot be used on the same project.***

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**Eligible Applicants**

**HOME applicants must be:**

- Consortium member governments; or
- Non-profit agencies, housing authorities or for-profit entities applying through a member government. For those outside of Asheville, you must contact your member government for additional application requirements.

Contact Information:

County	Contact Name	Phone	Email
Buncombe County	Donna Cottrell	250-4834	donna.cottrell@buncombecounty.org
Henderson County	Amy Brantley	697-4809	brantley@hendersoncountync.org
Madison County	Steve Garrison	649-2854	sgarrison@madisoncountync.org
Transylvania County	Mark Burrows	884-3205	mark.burrows@transylvaniacounty.org

or,

- Community Housing Development Organizations (CHDOs)

**CDBG applicants must be:**

- Non-profit agencies with a primary purpose to provide housing, human services, public facilities or economic development services within the City of Asheville.
- City of Asheville departments providing public facilities or infrastructure primarily serving low-income persons

“Non-profit” means having a 501(c)(3) tax exempt status from the IRS, and registered with the North Carolina Secretary of State’s Office.

All applicants must demonstrate a track record of continuous, active, and relevant operation for at least two years.

**Income Eligibility**

In general, projects must benefit persons with household income below 80% of median income adjusted for family size (see table on page VIII).

**Grant Period**

The funding period starts July 1, 2012. Costs incurred before that date cannot be reimbursed. For CDBG applications, eligible expenses included in the agency’s final budget may be reimbursed back to the CDBG program’s July 1<sup>st</sup> starting date. However, HOME funds may not be reimbursed for any expenses as specified in the agency’s final budget until an executed grant agreement has been provided to the agency. An executed grant agreement is one for the specific funded program that has been signed and notarized by all parties. In most cases, you should plan to expend all funds by June 30, 2013.

**Public Service  
Funding Cap**

Please note that total funding to support social service programs is limited by HUD to 15% of the total CDBG allocation from HUD. The City receives many applications for these funds and competition for this funding source is extremely high.

**Invalid  
Applications**

Applications may be rejected without evaluation for the following reasons:

1. Program not clearly eligible according to CDBG/HOME regulations.
2. Applicant has demonstrated poor past performance in carrying out CDBG- or HOME-funded programs, or complying with federal regulations.
3. Applicant fails to provide required information.
4. Applications that do not follow the fillable format with required attachments.
5. **Applications NOT submitted electronically by the 5:00 p.m. deadline on Friday February 3, 2012.**

**Project  
Evaluation &  
Funds  
Allocation**

Applications will be evaluated by staff according to criteria based on the priorities in the 5-Year Consolidated Strategic Plan, the feasibility of the project, and the capacity of the agency to carry it out. These criteria will be used as a guide in allocating funds, but will not be the sole factor in determining whether a program will be funded or how much funding it will receive.

After staff evaluation, CDBG applications will be reviewed by the City of Asheville's Housing and Community Development Committee and HOME applications by the Asheville Regional Housing Consortium Board. These bodies will present their allocation recommendations to the Asheville City Council in the form of a Consolidated Action Plan for the CDBG and HOME programs. In addition, the City will seek citizen input on the Plan through public hearings and written comments.

**Final**  
**Application**  
**Notes**

Applicants should understand that this is a competitive application process for limited funding. There will be applications for projects that satisfy many of the evaluation criteria but are not funded.

Successful applications may be funded for less than the amount requested. Reductions to available funding can also occur based on an unanticipated Congressional reduction to all federal agency budgets by a set percentage during the City's annual allocation process. This has occasionally required that the City reduce the total available CDBG funds amount prior to grant awards, which then results in reduced allocations to CDBG subrecipients.

Under 24 CFR Part 58.22, from the date of application or date of intention to use federal funds in your project, HUD funding recipients are prohibited from making choice limiting actions until after the environmental review has been fully concluded. Choice limiting actions may include purchasing a building or lot, going out to bid for contract, approving final design plans, starting physical work on a site before HUD has issued the release of funds to the grantee. Grant recipients must not take any actions on a site that will limit choices available in the environmental review process.

## Schedule for 2011-2012 Annual Action Plan Process

### 2011

<b>Date</b>	<b>Action</b>
November 18	Advertise public meeting
December 8	Training for CDBG and HOME applicants on revisions to applications, 9:00 a.m.-12:00 p.m. Application process begins

### 2012

<b>Date</b>	<b>Action</b>
February 3	CDBG and HOME applications due by 5:00 p.m.
February 6 – March 2	Staff review of applications
March 5 - March 16	CDBG applications submitted to HCD Committee for review prior to applicant interviews
March 5 – March 16	HOME applications submitted to Regional Consortium Board for review prior to applicant interviews

**2012 - Continued**

<b>Date</b>	<b>Action</b>
March 5 – March 16	Schedule and complete HCD Committee interviews of CDBG applicants
March 5 – March 16	Schedule and complete Consortium Board interviews of HOME applicants
March 23	2012-2013 Action Plan draft completed
March 23	Publication of Action Plan draft for public comment
April 2	Staff report due to city clerk for adoption of 2012-2013 Action Plan
April 10	Asheville City Council sets public hearing for Action Plan draft
April 24	Deadline for citizen comments on Action Plan draft
April 24	Asheville City Council approves Annual Action Plan
May 11	City submits Action Plan to HUD

## Income Limits For Extremely Low, Very Low, and Low Income Households

(Based on HUD data on area median family income for FY 2011.

We expect to receive revised limits for 2012 early next year)

County	Category	% AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Buncombe, Henderson & Madison (incl. City of Asheville)	Extremely Low Income	<30%	\$12,150	\$13,850	\$15,600	\$17,300	\$18,700	\$20,100	\$21,500	\$22,850
	Very Low Income	31-50%	\$20,200	\$23,050	\$25,950	\$28,800	\$31,150	\$33,450	\$35,750	\$38,050
	Low Income	51-80%	\$32,300	\$36,900	\$41,500	\$46,100	\$49,800	\$53,500	\$57,200	\$60,900

<http://www.huduser.org/portal/datasets/il/il2011/2011summary.odn>

AMI = Area Median Family Income

County	Category	% AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Transylvania	Extremely Low Income	<30%	\$11,650	\$13,300	\$14,950	\$16,600	\$17,950	\$19,300	\$20,600	\$21,950
	Very Low Income	31-50%	\$19,400	\$22,200	\$24,950	\$27,700	\$29,950	\$32,150	\$34,350	\$36,600
	Low Income	51-80%	\$31,050	\$35,450	\$39,900	\$44,300	\$47,850	\$51,400	\$54,950	\$58,500

<http://www.huduser.org/portal/datasets/il/il2011/2011summary.odn>

**Client Income eligibility:** HOME- and CDBG-assisted programs must serve low income clients (less than 80% of AMI). For HOME rental programs lower income limits apply. For all HOME programs and for CDBG programs providing direct financial benefits, **all** clients must meet income eligibility limits. For other CDBG programs at least 51% of clients must meet income limits. Certain categories of CDBG clients e.g. the homeless, may be presumed to meet income limits. If you are not sure about your program's eligibility, please call CD staff.

**Client Income Tracking:** As well as ensuring client eligibility, HUD requires us to report the numbers of clients served in each of the three income groups listed above.

## DETAILED APPLICATION INSTRUCTIONS

### Please read all questions and instructions carefully

- Applications must be submitted electronically. Email your application narrative and non-budget attachments in either MS Word or .pdf format to: [cd@ashevillenc.gov](mailto:cd@ashevillenc.gov). All budget information needs to be submitted in MS excel format. All applications must be submitted by 5 pm on Friday, February 3, 2012. **You will receive a confirmation email when your application is received.**
- **Please complete each question directly in the electronic application.** The application form can be accessed from the City website at <http://www.ashevillenc.gov/Departments/CommunityDevelopment/FundingPrograms.aspx>
- **The Application has been set with character limitations. Please do not use attachments to expand on your answers, only include attachments that are required.**
- Do not include a cover letter or the instruction pages.
- The required attachments listed in the application should be attached separately in your email.
- Additional documentation, photographs and maps may be attached separately and referenced within the narrative.
- You may be requested to furnish paper copies of your application at your own expense.

### **Important Note**

Staff in the City's Community Development Division will answer questions **until close of business Friday February 3, 2012** via email or through pre-scheduled technical assistance meetings.

All questions concerning the application and any technical assistance requests should be emailed to [cd@ashevillenc.gov](mailto:cd@ashevillenc.gov). All inquiries and responses through email and technical assistance meetings will be posted on the CDBG or HOME webpage in a "Question and Answer" format so as to provide information consistently and equitably to all applicants. Please check the CDBG and HOME web pages frequently for updates to questions and answers during the application cycle.

CDBG web page:

<http://www.ashevillenc.gov/Departments/CommunityDevelopment/FundingPrograms/CommunityDevelopmentBlockGrant.aspx>

HOME web page:

<http://www.ashevillenc.gov/Departments/CommunityDevelopment/FundingPrograms/HomeInvestmentPartnershipProgram.aspx>