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**Community Development Block Grant**

Program Year 2025

Affordable Housing

**Activity Name: [Replace this text with your proposed CDBG activity name]**

This application is intended for organizations wishing to use CDBG funding to create or maintain affordable housing for low- to moderate-income households in Greenwood, Indiana, following US Department of Housing and Urban Development (HUD) regulations.

The applicant is solely responsible for submitting the complete application on or before the time and date specified, and for following all instructions. Incomplete applications will not be reviewed for funding.

City of Greenwood

CDBG Application – Affordable Housing

Program Year 2025

The full application is available April 1, 2025. City of Greenwood CDBG team must receive applications no later than 6:00p EDT on May 9, 2025.Interested parties should e-mailthe complete application packet to [nancy@cityconsultantsllc.com](mailto:nancy@cityconsultantsllc.com) and [cdbg@greenwood.in.gov](mailto:cdbg@greenwood.in.gov). Greenwood will not consider applications sent to any other city department or staff person.

Greenwood CDBG will review applications in June 2025 and invite top applicants considered for funding to a Public Meeting in July 2025 to answer the CDBG team and the public’s questions about the applications.

Award announcements are anticipated to be made in August 2025.

Greenwood estimates $200,000 in CDBG housing funds for the 2025 Program Year. The City’s 2025 entitlement is contingent upon approval of the 2025 federal budget. City may not be aware of its 2025 CDBG allocation until July 2025; federal budget cuts may affect the amount of activity funding. The City will execute no CDBG contracts until HUD approves the 2025 Action Plan.

Technical Assistance is available for applicants April 7-19 from 10a- 6p. Please send application-related questions and requests for technical assistance to [nancy@cityconsultantsllc.com](mailto:nancy@cityconsultantsllc.com).

Eligible applicants

Any non-profit or for-profit serving Greenwood residents may apply for and administer funding through this application. Eligible organizations include, but are not limited to, local Community Development Corporations (CDCs) and real estate developers.

Submission guidelines

To be considered for funding, applicants must submit the application and all attachments in PDF format. CDBG staff will send e-mail confirmation of application receipt within one business day. **If you do not receive e-mail confirmation within one business day, please follow up in a separate e-mail, without attachments, to nancy@cityconsultantsllc.com.**

Applicants must adhere to the following guidelines for preparing the funding application:

* Applicants must submit the application with the required content in the format requested. Do not submit anyhandwritten documents. Documents submitted in an inappropriate format will not be evaluated.
* Applicants must address the items specified in the application with facts, using language that is specific and organized as requested.Applications with incomplete, vague responses or improperly organized will be penalized.
* Applicants must submit only the documents specified. Do not submit annual proposals, video tapes, flyers, paraphernalia, or any other materials not requested. CDBG staff will discard unrequested materials.
* Applicants must submit all requested documentation.CDBG staff will only evaluate complete applications that include all requested forms and documentation. All attachments and documents must be submitted as separatedigital PDFs with the file names specified in the application.
* Applicants may have different construction, rehabilitation, and remediation activities in one application response, if they share the same beneficiaries.

Application review

The Greenwood CDBG team will evaluate eligible applications for compliance with [CDBG National Objectives](https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf), [Matrix Code](https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf), and local program priorities.

The CDBG team will include activities selected for CDBG funding in the 2025 Action Plan submitted to HUD for approval.

Applicants should consider the following:

* Capacity to complete the requested forms and submit the required documentation by the application deadline
* Proposed activities conform with objectives outlined by the City and are defined as eligible activities listed in this application
* Experience with federally funded programs and managing affordable housing programs
  + Affordable housing development
  + Rehabilitation of unsafe, blighted, or abandoned structures
  + Unsafe building demolition and Brownfield remediation
  + Rehabilitation and reuse of Historic Sites, vacant buildings and properties
* Ability to deliver proposed activities, or services within an eligible timeframe and meet expected program outcomes and deliverables within 24 months of the contract execution
* Other impediments to activity completion, such as staff capacity, financial stability, and site control, that might prohibit activity completion
* Ability to comply with municipal and federal regulations, including reporting standards related to HUD entitlement programs
* Organizational historyof failed or terminated activities and record of failure to expend federal funds promptly

Threshold

The City of Greenwood will not fund activities that do not meet the threshold requirements.

1. Organizational experience and capacity

Demonstrate organizational capacity to develop affordable housing within City and HUD timelines and, if rental, properly manage the property through the affordability period. Past award experience, monitoring results, and record keeping will all be considered.

1. Activity readiness

Demonstrate activity readiness and ability to commence the activity no later than July 2026 with construction complete and all required completion documents received by October 2027. Applicants must demonstrate readiness through a variety of methods, including, but not limited to: site control, cost estimates, zoning approval, and building plans.

1. Fair Housing

The activity must comply with all applicable federal and state laws on fair housing and housing accessibility, including the Fair Housing Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Architectural Barriers Act of 1969.

1. Diverse perspectives

Activities must demonstrate a commitment to incorporate diverse perspectives into decision-making, ensuring programs benefit all community members, and establishing partnerships that represent and leverage community expertise. Organization representation.

1. Visitability for new construction of single-family houses

New single-family houses are required to meet visitability standards. Visitable houses have at least one zero-step entrance, doors with at least 36 inches of clear passage space, and a half or full bathroom on the main floor.

1. Underwriting and coordinated investments

Demonstrate the financial feasibility and long-term sustainability of the proposed activity without the need for additional funding through the end of the affordability period. Preference for activities with full financial commitments and leveraged investments.

1. Rental assistance & Criminal Backgrounds

All rental activities must commit to accepting Housing Choice Vouchers (Section 8) and participating in any City-funded rental assistance programs. Additionally, activities must commit to maintaining active and updated listings on indianahousingnow.com and padmission.com, if applicable.

Property managers must offer a clearly articulated process on the property’s website and rental unit application for Criminal Background Check and Credit Check appeals.

1. Internet Access

All multi-family rental activities must provide the necessary infrastructure for high-speed internet service for each unit.

1. Eviction Prevention Plan

All rental activities must provide an eviction prevention plan as an attachment to the General Application.

1. Sustainability Features

Activities must commit to subscribing to commercial recycling.

Funding priorities

Greenwood outlined several priorities as part of this application.

First tier

Permanent Supportive Housing

Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist persons experiencing homelessness with a disability or families with an adult or child member with a disability to achieve housing stability.

All activities that plan to serve individuals experiencing homelessness must use a [Housing First](https://endhomelessness.org/resource/housing-first/) approach. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals before permanent housing entry. Housing is for individuals experiencing chronic homelessness and pairs safe and stable housing with supportive services.

Rapid transit

Activities within a half-mile of an existing Access Johnson County bus stop, with the highest preference for activities within a quarter-mile radius of a proposed or existing stop, or an agreement with Access Johnson County to subsidize resident rides to Greenwood amenities.

Mix of rental unit sizes and bedrooms per unit

Particularly in multi-family rental developments, preference toward providing a mix of unit sizes and bedrooms per unit to accommodate a range of household sizes. Additional preference will be given to rental activities that include three- and four-bedroom affordable units.

Partnerships and Resources Leveraged

Unique partnerships that benefit the neighborhood development, residents, and provide a more creative approach to neighborhood and community revitalization. Partner examples include, but are not limited to, educational institutions, youth or health organizations, and access to transportation or other neighborhood amenities.

Demonstrate how the activity leverages other public and private resources to enhance the financial feasibility of the activity and how investments by multiple partners in the area provide a positive neighborhood impact.

Second tier priorities

Pedestrian and bicycle infrastructure

Activities with sidewalks in the adjacent public right-of-way and, for larger projects, also on the site. Preference for activities within a half-mile radius of bicycle infrastructure such as bike lanes, multi-use trails, and cycle tracks.

Walkable community amenities

Activities that create housing in areas with access to walkable community amenities such as grocery stores, food co-ops, healthy food providers, parks, education facilities (including K-12, university, community college, vocational schools, and adult education), banks, restaurants, laundry or dry cleaners, gyms, health clubs, exercise studios, licensed adult or senior care facilities, pharmacies, healthcare facilities, licensed childcare facilities, community or recreation centers, entertainment venues, public libraries, post offices, government offices, social service centers, and places of employment are encouraged.

Historic nature

Activities that propose rehabilitating structures within an Historic Greenwood District or on the National Register of Historic Places

Neighborhood plan

Preference for activities that help achieve local neighborhood goals as identified in the neighborhood’s plan.

Community input and engagement

In areas with three or more proposed lots to be redeveloped, activities that demonstrate community engagement and input will receive priority. This can be demonstrated in various ways, including historical documentation and planned engagement.

Regulatory Considerations:

All activities will be bound to federal regulations and city policies, which require at a minimum:

Davis Bacon and Prevailing Wages: The general contractor is responsible for full compliance with the requirements of [Davis Bacon and Prevailing Wage](https://files.hudexchange.info/resources/documents/Davis-Bacon-and-Labor-Standards-Contractor-Guide-Addendum.pdf) laws for all contractors, subcontractors, and any lower-tier subcontractors as provided by the Davis-Bacon Wage Determinations established by the U.S. Department of Labor (provided by the Division of Housing Assistance). Davis Bacon regulations can be found at [Title 29 CFR Parts 1](https://www.ecfr.gov/current/title-29/subtitle-A/part-1), [3](https://www.ecfr.gov/current/title-29/subtitle-A/part-3), [5](https://www.ecfr.gov/current/title-29/subtitle-A/part-5), [6](https://www.ecfr.gov/current/title-29/subtitle-A/part-6) and [7](https://www.ecfr.gov/current/title-29/subtitle-A/part-7).

If funded, the activity developer will be required to submit a Davis-Bacon Applicability Form to the City’s Davis-Bacon Compliance Officer to decide whether this activity triggers Davis Bacon Wages. Project developers should assume construction activities will trigger Davis-Bacon.

Environmental Review Process: The City will perform an [Environmental Review](https://www.hud.gov/program_offices/comm_planning/environment_energy/environmental_review) on the activity site per HUD regulations at [24 CFR 570.604](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570/subpart-K/section-570.604) and at [40 CFR Part 1500-1508](https://www.ecfr.gov/current/title-40/chapter-V/subchapter-A/part-1500). **This full process may take 90-120 days; no work may start until this process is complete.**

Reporting: To ensure compliance, the developer must submit quarterly and completion reports to City staff.

Monitoring: All recipients of federal funds will be monitored by City staff to verify activity details.

Timely Completion: Recipients under contract to receive City and/or federal funds must complete work within the timeframe specified in the contract. Failure to complete the activity work may be grounds, at the City’s discretion, for cancellation of the contract.

HUD Regulations and the City’s Policies & Procedures Manuals: Award recipients must follow applicable HUD regulations and the Greenwood CDBG Policies & Procedures Manual.

**All new construction residential activities must include a vapor mitigation system.**

Insurance Provisions for All Awarded Activities

1. Applicant will maintain adequate workers’ compensation insurance for its employees involved in the activity.
2. Applicant will maintain and ensure that any subcontractor or other third-party retained by applicant in connection with the activity maintains adequate property damage, automobile, public liability, and professional liability insurance coverage as is reasonable under the circumstances given the activity’s scope.
3. Applicant will comply with all bonding and insurance requirements of the City of Greenwood and 2 CFR 200. Greenwood may designate the initial insurance requirements and may, in its sole discretion, require the Applicant to furnish different or additional insurance during the term of an agreement.
4. Applicant will provide Certificates of Insurance, naming the City of Greenwood as an additional insured and showing active coverage, to the Greenwood CDBG team before the activity’s work commences. Further, Applicant will ensure these certificates verify a notice requirement that coverage under the policies will not expire or be cancelled until at least 60 days written notice is provided to the City of Greenwood.

Activity overview

|  |  |
| --- | --- |
| General |  |
| Activity name |  |
| Applicant organization |  |
| Activity address(es) |  |
| Activity service area |  |
| Activity neighborhood |  |
| Activity development cost |  |
| CDBG funds requested |  |
| Development end use  (check all that apply) | ☐ Residential rental  ☐ Residential homeownership  ☐ Lease-purchase  ☐ Mixed use |
| Total number of units |  |
| Total number of CDBG-assisted units |  |
| Number of buildings |  |
| Number of stories |  |
| Parking (resident, guest, etc.) |  |
| Community space square footage |  |
| Summary:Provide a 100 word or less summary of the activity, and how CDBG funds will be used if awarded. | |
| [Type response here] | |

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| Development | |
| Type of development activity to be undertaken CDBG funds (check all that apply) | **☐** Acquisition  ☐ Rehabilitation  ☐ Relocation  ☐ Demolition |
| Activity characteristics (check all that apply) | ☐ Single family housing  ☐ Multifamily housing  ☐ Scattered site  ☐ Permanent Supportive Housing  ☐ Other |

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| Activity narrative |
| Provide a description of the activity, summarize all actions and the end use of the activity. May not go past end of this page. |
| [Type response here] |

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| Consolidated Plan |
| Does the activity help achieve a goal as identified in the Greenwood CDBG Consolidated Plan? If yes, list the goal below. |
| Consolidated Plan goal |

Threshold: Organizational experience and capacity

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| --- | --- | --- |
| Applicant information | | |
| Applicant organization full legal name |  | |
| Contact Person for application. This will be the **only** person City staff will contact. |  | |
| Street address |  | |
| City, state, ZIP code |  | |
| Phone |  | |
| Website |  | |
| E-mail |  | |
| Type of entity (check all that apply): | ☐ For profit  ☐ Corporation  ☐ Joint venture  ☐ Non-profit | ☐ LLC  ☐ Association  ☐ Community Development  Corporation |
| Number of years in operation |  | |
| Federal Tax ID # |  | |
| Date of IRS Determination |  | |
| UEI Number (mandatory for contract execution) |  | |
| If awarded, what is the legal name of the contracting entity? |  | |
| Submit the following documents as attachments for the Applicant:   * IRS 501(c)(3) Letter for Non-Profits. Name the file “App IRS” * Articles of Incorporation. Name the file “App Articles” * Proof of Liability Insurance. Name the file “App Insurance” * Resumes for key staff members. Name the file “App Resumes” * Organizational Chart. Name the file “App Org Chart” | | |
| Applicant finance summary | | |
| Organization total operating budget for FY 2024 |  | |
| Are City/County property taxes past due on any properties owned by organization? | ☐ Yes - amount $  ☐ No | |
| Dates covered by most recent financial audit | From: MM/DD/YYYY      To: MM/DD/YYYY  Completed: MM/DD/YYYY | |
| Dates covered by second most recent financial audit | From: MM/DD/YYYY      To: MM/DD/YYYY  Completed: MM/DD/YYYY | |
| List the organization’s top four sources of revenue and the approximate percentage of each for the organization’s total annual revenue: | *Example: Rental Income, 30%* | |
| Is the organization intending to increase or decrease staff in the next few years? |  | |
| Is there any [conflict of interest](https://www.hudoig.gov/sites/default/files/2019-04/Conflicts%2520of%2520Interest%2520Integrity%2520Bulletin%5B3%5D.pdf), real or perceived, between the applicant and the City of Greenwood or HUD? Please describe. |  | |
|  | | |
| Submit the following as attachments as it relates to the Applicant’s financials:   * IRS Form 990. Name the file “App 990” * Annual organizational budget for current and previous year. Name the file “App Budget” * Proposed future Organizational Chart (If anticipating future changes). Name the file “Future Org Chart” | | |

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| Past grant experience | |
| Does your organization or partner organization(s) have experience with HOME or CDBG funding? | ☐ Yes ☐ No |
| Describe any experience as it relates to the City of Greenwood, especially related to CDBG contracts. |  |
| Describe any grant and community development experience outside of the City of Greenwood |  |

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| General Contractor or Construction Manager(Do not complete if: Applicant is the GC or CM, GC or CM has not been selected, or There will be no GC or CM for the activity. Note this below.) | | |
| Construction Management entity name |  | |
| Construction Management entity contact |  | |
| Street address |  | |
| City, state, ZIP Code |  | |
| Phone |  | |
| Website |  | |
| E-mail |  | |
| Type of entity (check all that apply): | ☐ For profit  ☐ Corporation  ☐ Joint venture | ☐ LLC  ☐ Association  ☐ Non-profit |
| Is there any conflict of interest between the applicant and the partner(s) such as shared board members? Please describe. |  | |
| Submit the following as attachments for the Construction Manager:   * Resumes for key staff members. Name the file “Const Resumes” | | |

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| Property Manager(Do not complete if: Applicant is the Property Manager, Property Manager has not been selected, or there will be no Property Manager for the activity. Note this below.) | | | |
| Property Management entity name | |  | |
| Property Management entity contact | |  | |
| Street address | |  | |
| City, state, ZIP code | |  | |
| Phone | |  | |
| Website | |  | |
| E-mail | |  | |
| Type of entity (check all that apply): | | ☐ For profit  ☐ Corporation  ☐ Joint venture  ☐ Non-profit | ☐ LLC  ☐ Association  ☐ Community Development  Corporation |
| Is there any conflict of interest between the applicant and the partner(s) such as shared board members? Please describe. | |  | |
| Submit Property Manager resumes for key staff members. Name the file “Property Resumes.” | | | |
| Does the entity have any experience managing a property with CDBG, HOME, or Low Income Housing Tax Credits? Describe portfolio size, staff capacity, etc. |  | | |

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| List, up to three, properties currently managed by the Property Manager using federal funds: | | |
| Property Name | Type of Federal Funds | Address |
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| Debarment information |
| Is the Developer, Sponsor, or any other Development Team Member(s), including any of their owners, Partners, or board members currently debarred from Federal contracting opportunities by any agency of the federal government? |
| ☐ Yes ☐ No |
| If yes, why was the partner debarred: |
| [Type response here] |

Threshold: Activity readiness

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| Site control | |
| Current Ownership Entity |  |
| Proposed Ownership Entity |  |
| Method of Site Control: | ☐ Option to Purchase  ☐ Land Contract  ☐ Purchase Agreement  ☐ Adopted Resolutions from Government Entity  ☐ Other (please specify) |
| Submit proof of site control. This may include deeds, land options, contracts of sale, and City of Greenwood resolutions for all land or property acquired from the City or other government entity. Clarify if this will be owned in fee simple absolute. Name the file “Ownership” | |

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| Site acquisition |
| If applicable, indicate the purchase price of the activity site and how it was determined. Also specify the appraised value of the site. Briefly describe the type of valuation cited. If there is a significant discrepancy between the two above amounts, please provide an explanation. Maximum half page. |
| [Type response here] |
| * If properties in the activity will be acquired, submit the Voluntary Acquisition Letter that was provided to the property owner. Name the file “Acquisition Letter.” * If properties in the activity will be acquired, submit appraisals for the properties. Name the file “Appraisal.” |

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| Relocation |
| If the activity will result in the temporary or permanent relocation of tenants, please explain steps which will be taken to comply with all applicable state, federal and local laws, regulations and ordinances. For more information about relocation please review the following regulations [24 CFR Part 24](http://www.gpo.gov/fdsys/pkg/CFR-2011-title49-vol1/pdf/CFR-2011-title49-vol1-part24.pdf) and [24 CFR Part 42](http://search.usa.gov/search?affiliate=housingandurbandevelopment&query=24+CFR+Part+42). Maximum one page. |
| [Type response here] |

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| Zoning | |
| What is the activity site’s zoning? If located within multiple zones, list all zones. You can find property zoning online at: <https://greenwood.maps.arcgis.com/apps/Viewer/index.html?appid=e1a65185ae9745d986e0d9b3f3e6c27f> |  |
| Does the current zoning allow the proposed activity’s use(s)? | ☐ Yes ☐ No |
| Does the proposed activity require any variances? | ☐ Yes ☐ No |
| Summarize any discussions with Current Planning regarding the activity and any additional approvals that are required to complete the activity. Applications which have completed their zoning due diligence and are ready to begin construction without additional approvals will be prioritized. Maximum half page. | |
| [Type response here] | |

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| Historic preservation |
| If the activity is within a local historic or conservation district and proposes exterior work, summarize any discussions with regarding the activity and any additional approvals that are required to complete the activity. Maximum half page. |
| [Type response here] |

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| Lead paint summary |
| For rehabilitation activity, any building constructed prior to January 1, 1978 must be evaluated for the presence of lead. When requesting rehabilitation assistance greater than $5,000 per unit, the developer must provide the City with a lead paint test report documenting the presence and levels of lead paint on the property. If no testing is performed, then lead based paint is presumed to be on all disturbed surfaces and the developer must provide the City with a Risk Assessment Report. If a property receives more than $25,000 in rehabilitation assistance, more stringent requirements apply, including compliance with applicable state laws. Please summarize results from the lead-based paint test report findings. Maximum one page. |
| [Type response here] |
| Submit lead paint report. Name the file “Lead Paint.” |

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| Timeline | | | | | | | | | | | | | |
| Complete the below activity timeline demonstrating all major predevelopment approvals, other funding, Federal funding activities, non-federally funded activities, and estimated milestones. Homebuyer units must be sold within 9 months of construction completion or be converted to rental. Rental units must be occupied within 18 months of activity completion. If multiple units are involved in the activity, indicate number of units in each milestone. If only one unit is proposed, an X mark may be used. | | | | | | | | | | | | | |
| PY | 2025 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Environmental Review | |  |  |  |  |  |  |  |  |  |  |  |  |
| Site Acquired | |  |  |  |  |  |  |  |  |  |  |  |  |
| In Spec Process | |  |  |  |  |  |  |  |  |  |  |  |  |
| Bid Process | |  |  |  |  |  |  |  |  |  |  |  |  |
| Brownfield Remediation Activities | |  |  |  |  |  |  |  |  |  |  |  |  |
| Demolition Activities | |  |  |  |  |  |  |  |  |  |  |  |  |
| Under Construction | |  |  |  |  |  |  |  |  |  |  |  |  |
| Construction Complete | |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspections Complete | |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease Up or Sale of Units | |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PY | 2026 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Site Acquired | |  |  |  |  |  |  |  |  |  |  |  |  |
| In Spec Process | |  |  |  |  |  |  |  |  |  |  |  |  |
| Bid Process | |  |  |  |  |  |  |  |  |  |  |  |  |
| Brownfield Remediation Activities | |  |  |  |  |  |  |  |  |  |  |  |  |
| Demolition Activities | |  |  |  |  |  |  |  |  |  |  |  |  |
| Under Construction | |  |  |  |  |  |  |  |  |  |  |  |  |
| Construction Complete | |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspections Complete | |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease Up or Sale of Units | |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Floodway, floodplain, and wetlands | |
| Are any parcels involved in the activity located within a floodway or 100-year floodplain? | ☐ Yes ☐ No |
| Are any parcels involved in the activity located within Wetlands? | ☐ Yes ☐ No |
| * Submit the latest FEMA flood panel map for all parcels involved in the activity. Name the file “Flood.” * Submit the latest wetlands map for all parcels involved in the activity from <https://www.fws.gov/wetlands/Data/Mapper.html>. Name the file “Wetlands.” | |

Threshold: Fair Housing

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| Fair Housing |
| The activity must comply with all applicable federal and state laws on fair housing and housing accessibility, including the Fair Housing Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Architectural Barriers Act of 1969. Explain how the activity will be widely marketed to affirmatively promote fair housing. How will you reach out to populations not in the majority on the census, persons with disabilities, families with children, and persons who may not otherwise learn of this opportunity for affordable housing? Maximum one-quarter page. |
| [Type response here] |

Threshold: Diverse perspectives

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| --- |
| Project team |
| How has the team included people with lived expertise/experience of the population the proposal is aiming to serve? For example, if the activity will provide permanent supportive housing, how does the team include people with lived experience/expertise of homelessness? If not part of the project team, how will the applicant include people with lived expertise in the design, development and implementation of the proposed activity? Additionally, how will the team incorporate diverse perspectives into the planning and decision-making process? Maximum one page. |
| [Type response here] |

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| Organizational strategies |
| For the organizations represented on the proposed team, please describe the outreach efforts to reach those making ≤ 80% of the Area Median Income, including those who are escaping intimate partner violence, those transitioning out of homelessness or foster care, adults with a pervasive disability, and those who are frequently underrepresented. Maximum one page. |
| [Type response here] |

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| XBE participation |
| Please explain how the project team will make a good faith effort towards meeting the City’s goals of hiring Minority-, Women-, Veteran- and Disability-Owned Business Enterprises (XBE) contractors. Maximum one page. |
| [Type response here] |

Threshold: Visitability for new construction of single-family houses

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| --- | --- | --- |
| Accessibility and Visitability | | |
| Does this activity include new construction of single-family houses? | ☐ Yes ☐ No | |
| If yes, the activity must meet all the below visitability standards:   * At least one zero-step entrance * Doors with at least 36 inches of clear passage space * A half or full bathroom on the main floor with space for wheelchair transfer. | | |
| Will the activity meet all the above visitability standards? | | ☐ Yes ☐ No |

Threshold: Underwriting and coordinated investments

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| --- |
| Budget |
| Complete and submit the Sources and Uses supplement document and include as an attachment. Numbers referenced in the supplement must match with numbers listed in the application. Name the file “Sources and Uses.” |

Threshold: Rental assistance & criminal background checks – rental only

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| --- | --- |
| Rental requirements | |
| Will the activity commit to accepting Housing Choice Vouchers and any City-funded rental assistance programs? | ☐ Yes ☐ No |
| Will the activity commit to offering a clear appeals policy for Criminal Background and Credit Checks and making these policies readily available on the property’s website and rental application? | ☐ Yes ☐ No |
| Submit the activity or the property management’s Tenant Selection and Screening plan. Name the file “Tenant Selection and Screening Plan.” | |

Threshold: Internet access

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| Internet access | |
| Will the activity provide free internet for residents? | ☐ Yes ☐ No |
| Please outline any current or planned efforts to provide internet access to residents such as: infrastructure for high-speed internet, broadband service in each unit, providing freebroadband service for each unit, or free Wi-Fi access in a common area, such as a clubhouse or community room, etc. Maximum half page. | |
| [Type response here] | |

Threshold: Eviction prevention plan

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| Eviction prevention plan – rental only |
| Submit the activity or the property management’s eviction prevention plan. Name the file “Eviction Prevention Plan.” |

Threshold: Sustainability features

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| Sustainability features – rental only | |
| Will the activity subscribe to commercial recycling? | ☐ Yes ☐ No |

First Tier Priorities

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| Transit |
| Submit a map of the activity location and existing bus stops or proposed transit plan with Access Johnson County to subsidize tenant rides. Maps of existing routes are available here: <https://www.gatewayarc.com/schedules--route-maps.html> Name the file “Transit.” |

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| Permanent Supportive Housing | |
| Will the activity provide permanent supportive housing? | ☐ Yes ☐ No |
| If yes, describe service providers that have been engaged and steps that have been taken to plan for the activity, specific to permanent supportive housing. Maximum half page. | |
| [Type response here] | |

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| Mix of unit sizes and number of bedrooms per unit |
| List the number of housing units proposed in each income level for the activity, include the number of bedrooms and total square footage for each unit. |
| [Type response here] |

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| Partnerships |
| Describe and explain any unique partnerships involved in this activity that benefit neighborhood development, existing residents, and provides a novel approach to neighborhood and community revitalization. These partnerships would be between the applicant and another organization outside of a typical support letter. The partner may be providing additional funding, training programs for employees or employers, support services, other programs for residents, collaboration outside of typical area boundaries, etc. Partner examples include, but are not limited to, educational institutions, youth organizations, merchant associations, and health organizations.  Demonstrate how the activity leverages other public and private resources to enhance the financial feasibility of the activity and how its investments by multiple partners in the area provides a positive neighborhood impact.Maximum half page. |
| [Type response here] |
| Submit letters of support from activity partners describing their involvement and role within the activity. Name the file “Letters of Support.” |

Second Tier Priorities

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| Pedestrian and bicycle infrastructure |
| Submit a map of the activity location and existing sidewalks, multi-use trails, bike lanes, and cycle tracks within a half mile radius of activity site. Name the file “Pedestrian.” |

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| Walkable Community Amenities |
| Submit a map of activity location and community amenities within a half mile radius of activity site. Map may include, but is not limited to, retail, grocery stores, food co-ops, healthy food providers, parks, education facilities (including K-12, university, community college, vocational schools, and adult education), bank, restaurant, laundry or dry cleaner, gym, health club, exercise studio, licensed adult or senior care, pharmacy, healthcare facility, licensed childcare, community or recreation center, entertainment venue, police or fire station, public library, post office, government office, social service center, and places of employment. Name the file “Amenities.” |

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| Historic |
| If the activity proposes rehabilitating a historic structure or structures, submit these items as proof of historic status:  Copy of specific pages from a National Register of Historic Places or State Register nomination that include the activity’s location:   * Cover/first page (with name of district or property) * Signature page (typically includes the heading “State Historic Preservation Officer Certification”) * Map page of the nominated area (typically at the end of the nomination) Nominations are available here and can be searched by designated resource name: <https://secure.in.gov/apps/dnr/shaard/guest.html> * For questions about the State Historic Architectural and Archaeological Research Database (SHAARD): <https://www.in.gov/dnr/historic/4505.htm> * Nominations are also available through the to the National Park Service database, Focus: <https://npgallery.nps.gov/NRHP>. |

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| Comprehensive Revitalization |
| Explain how the activity fits into a redevelopment strategy which integrates neighborhood stabilization programs, private market activity, and promising trends, linking multiple activities into a comprehensive effort. Applicant should, using a robust market analysis, indicate the likelihood of catalyzing development, stimulating private investment, and enhancing the tax base. Maximum half page. |
| [Type response here] |

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| Community input and engagement |
| In areas with a high concentration of proposed lots to be redeveloped, priority will be given for activities that demonstrate community engagement and input. This can be demonstrated in a variety of ways, both via historical documentation as well as planned engagement. If applicable, please describe the current or future community engagement process. Maximum half page. |
| [Type response here] |
| * If applicable, submit letters of support from neighborhood organizations, and other relevant groups that describe their involvement with the activity. Name the file “Letters of Support.” * If applicable, submit a copy of the neighborhood plan. Name the file “Neighborhood Plan.” |

Certifications

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| Please have a representative officer of the applicant organization initial by each individual Certification and sign off below. Please initial on all copies of the application. | |
| Greenwood CDBG reserves the right to restrict the release of funds until all of the proposed additional activity sources have been secured. If those funds are not secured in a timely manner, Greenwood CDBG may choose to rescind the award and reallocate to a “shovel ready” activity. |  |
| Eligible expenses will be paid out on a reimbursement basis. No funds will be provided prior to the applicant incurring the costs. |  |
| Activities utilizing federal funds may trigger Davis Bacon wages. The budget provided as a part of this application will account for Davis Bacon wages. |  |
| Applicant understands an Environmental Review process is required of all CDBG activities and can take up to four months to complete. Until the time of completion, no costs may incurred or work be done on the activity site regardless of funding source. |  |
| Activity sites not appropriately zoned may take several months to revise and delay activity timeline. Zoning is approved and processed outside of the CDBG application. |  |
| All units are required to comply with current code standards, whether new construction or rehabilitation. |  |
| Final architectural plans for an activity are subject to review by a design review committee before contract is executed and construction begins. |  |
| Within 18 months of the date of activity completion, if the housing is not occupied by eligible tenants, the activity will be considered ineligible and recipient will be required to repay the CDBG funds invested in the vacant units. |  |
| All CDBG-assisted rentals are subject to an affordability period:   * Rehabilitation or Acquisition of Existing Housing   < $40,000 per rental unit ten years  ≥ $40,000 per rental unit 15 years   * New construction (CBDO only)   All amounts 20 years   * Land purchase for affordable housing   < $100,000 per site ten years  ≥ $100,000 per site 15 years |  |
| All recipients must follow rules listed in Greenwood CDBG Policies & Procedures Manual and [Playing by the Rules – A Handbook for Subrecipients on Administrative Systems](https://drive.google.com/file/d/1RSS9bEM7jCEr6Q9j1VBTWgOXWNBgM1UG/view?usp=drive_link) |  |
| All recipients must submit quarterly reports on the City’s quarterly report form. Failure to respond to communication with in 5 business days, submit quarterly reports on time, or are not complete activities in a timely manner may have funding rescinded, be required to be repay funding. |  |

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| **B. Application Certification -** Please sign all copies of the application. |
| Under penalty of perjury, I certify that the information presented in this application is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement. |
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Attachments

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| Failure to submit Application Threshold Items as attachments to the application following the requirements below may result in disqualification.  Please include the following attachments referenced in the application. Note the following:   * Each attachment must be saved as a separate digital PDF file. Do not include all of the attachments as one scanned file. You can save any digital file as a PDF (file > print > PDF) * If attaching a large document, file > compress PDF will make the file smaller. * Each PDF should have a unique name based on the naming conventions in the application to allow reviewers to discern it from other files. * Files may be further separated. For example, the applicant can provide two files labeled “Site Photos – North Side” and “Site Photos – South Side”. * PDFs should be a at the proper orientation for review. Do not submit any files that are not oriented to the top of the file. |