

Accessing Funds from HCD FY2019 Programs

City of Memphis Division of Housing and Community Development



Strategic Community Investment Funds (SCIF)



- Competitive Funding Process
- Designed to Make Application and Selection Processes Consistent and Clear
- Available Primarily for Projects Benefiting Low/Mod Person and Communities
- Funds May be Awarded to Eligible Nonprofit, For-Profit, Faith-Based, and other Organizations to Implement Community and Economic Development Programs

SCIF Workshop

■ Purpose

- Provide Information about Available Programs
- Review Guidelines and Requirements
- Introduce New Electronic Submission Format
- Opportunity for One on One Discussions with Program Staff
- Provide Dates for Future Training on Electronic Submission Process

SCIF Application Components

- Applicant Profile
 - Organizational Information
 - Highlights Capacity
 - Experience
 - Financial

- Project Application Per Program Area
 - Project Narratives
 - Budget Information

SCIF Submission Requirements

- Electronic Submission
 - Electronic Applications available through scif.memphistn.gov
 - Applicant Profile
 - Project Applications

- Set Deadline
 - January 31, 2018 at 4:00 p.m. via electronic submission portal

Electronic Submission Process

- Access links to applications through links at scif.memphistn.gov
- Create an account with email and password
- Complete Applicant profile
 - Agency information, upload required documents, agency budget, experience narratives, electronic certification
- Complete program application(s)
- Applications can be saved until ready for submission

Electronic Portal



Welcome to the Tenant Based Rental Assistance Application Portal

If you are a new user, please sign-up with your email address and password. If you are a returning user, log in with the credentials you created previously.

If you have forgotten your password, please click the "Forgot Password" link to reset.

Sign In

Email

Password

By entering your username and password to access this system, you agree to the [Privacy Policy](#).

Log In

[Forgot your password?](#)

Need an Account?

Sign Up



Electronic Portal – Applicant Profile

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Applicant Information

Applicant Name

Applicant Address

City

State

Zip Code

Authorized Representative

Program(s) Applying for (check all that apply):

- Emergency Solutions Program Grant
- Housing Opportunities for Persons with AIDS
- Neighborhood Development Program
- Tenant Based Rental Assistance
- Community Economic Development Program
- Community Housing Development Organization
- Affordable Multi/Single Family Housing Program

Electronic Portal – Applicant Profile

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Experience Narrative

For the applicant, please describe in no more than five (5) double-spaced, typed pages, the following: (1) Experience and knowledge in serving clients that are targeted by the grant funds, if applicable. (i.e., the homeless for ESG grant, persons with AIDS for HOPWA grant, homeless and special needs population for HOME TBRA) (2) Experience and knowledge in programs similar to those proposed in the application. For example, applicants for Emergency Solutions Grants should describe their experience in 6 working with the homeless, operating an emergency or transitional shelter for the homeless, providing supportive services to the homeless, and providing services to help prevent homelessness. Similarly, applicants for CHDO funds should describe their experience in housing programs.

Upload Narrative

No more than five (5) double-spaced, typed pages.

?

Required Documents

Please upload required documents for selected program(s)

Mission Statement

?

IRS Form 1099

?

Authorization to Release Information

?

Personal Financial Statement

?

Officers & Board List

?

Electronic Portal – Narrative Input (Sample)

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1. Provide a three or four sentence synopsis of your proposed program including a description of the service area in which you propose to work, the proposed housing and services, and the number of clients you intend to serve.

2. Briefly describe the proposed project including the eligible HOPWA activities for which funding is requested, the type of housing and/or housing related services proposed, the particular HIV/AIDS population to be served, the number of persons to be served by each activity and the term of the proposed funding. Please remember that the period of funding is ONE year from July 1, 2018 through June 30, 2019.

3. Describe the population to be served by the proposed HOPWA project including: a) their characteristics and needs for housing and supportive services; b) where they will come from; and c) outreach that will bring them into the project. The description must demonstrate that the population meets HUD's criteria for eligibility to receive HOPWA-funded services and housing. Additionally, you should describe the needs of the group that the project will serve indicating the type of housing and supportive services they will need. The description should show that the project will be coordinated with services and housing provided by other service providers for persons with HIV/AIDS.

4. Describe the housing where the program participants will reside including: a) the type of housing (short-term supported housing facilities / emergency or transitional shelters, single room occupancy facilities, community group homes, privately owned homes or apartments, housing owned or leased by nonprofit agencies, etc.); b) the number of units of housing that will be provided; c) the number of individuals / households to be served; d) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws; e) describe any limits on a resident's length of stay; f) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target population.

Electronic Submission Process Trainings

- Thursday, December 7 from 2:00 – 3:00 & 3:30 - 4:30
- Friday, December 8 from 9:00 -10:00 & 10:30 – 11:30
- Thursday, January 4 from 2:00 – 3:00 & 3:30 - 4:30
- Friday, January 5 from 9:00 -10:00 & 10:30 – 11:30

All trainings will be held at Tillman Station @ 426 Tillman Street 38112



SCIF Application Review

- Completeness and Eligibility Reviews
 - By Staff
 - Project Reviews by Independent/External Review Teams
- Notification of Application Submission
 - Notification of Submission Deficiencies/Points of Clarification
 - Notification of Submission Rejection or Approval

SCIF Funding Areas – FY2019

- Community Housing Development Organizations (CHDO)
- Affordable Single & Multi Family Housing (ASMFH)
- Community Economic Development (CED)
- Neighborhood Development Program (NDP)
- Housing Opportunities for Persons with AIDS (HOPWA)
- HOME – Tenant Based Rental Assistance (HOME TBRA)
- Emergency Solutions Grant (ESG)

Estimated Amounts Available*

- CHDO - \$380,000.00
- ASMFH - \$1,500,000.00
- CED - \$250,000.00
- NDP - \$150,000.00
- HOPWA - \$3,500,000.00
- HOME TBRA - \$362,000.00
- ESG - \$500,000.00

**Pending availability of funds*

Community Housing Development Organizations (CHDO)

- At least 15 percent of HOME funds must be set aside for affordable housing activities to be undertaken by a special type of nonprofit called a CHDO in the communities that they serve

- **Eligibility**
 - Organized for the purpose of providing decent, affordable housing.
 - No individual benefit to members, founders, or contributors.
 - Clearly defined geographic service area.
 - Nonprofit status.
 - A board that is representative of the community it serves.
 - Demonstrate at least one year of experience in serving its community where the housing will be developed.

Community Housing Development Organizations (CHDO)

- **CHDO Projects Include:**
 - Acquisition
 - Rehab or New Construction of Rental Housing and/or Homebuyer Properties
 - Direct financial assistance to purchasers of HOME assisted housing developed by a CHDO.



Affordable Single Family Housing

□ Eligibility

- Applicants may be for-profit or non-profit
- Demonstrate at least two years of experience in new construction or rehabilitation of single family housing.
- All for-profit applicants must make a 5 – 30% equity investment
- All applicant(s) can be a current participant in one (1) existing project within the Real Estate Development Department, existing project must be underway with at least 75% of contracted funds drawn

Affordable Single Family Housing

- The Affordable Single Family Housing is designed to provide incentives and partnership with developers to create affordable single family housing through new construction or rehabilitation
- Project Expectations
 - Projects must contain 5 units or more. Units may be in a new developed subdivision or be in-fill lots, all within one zip code
 - The single family housing sales price cannot exceed \$156,750, which is 95% of the median purchase price established by FHA
 - All projects must serve a low to moderate income population (as determined by HUD)
 - Prior funding commitment required before application submission
 - All for-profit agencies must commit to sell all units completed in the project. Only non-profit agencies are permitted to rent/lease completed units, with a secured property management company

Affordable Single Family Housing

- Project Expectations
 - Approved projects must have site control, zoning approvals, building permits, and other funding commitments by July 01, 2019
 - No delinquent taxes or defaulted loans are allowed on subject lots
 - Maximum funding commitment of \$750,000 per project. Approved funding is by reimbursement only
 - All projects designed to be energy efficient, meeting Energy Star, Ecobuild, or Green Practices will be given priority

Affordable Multi Family Housing

- The Affordable Multi Family Housing is designed to provide incentives and partnership with developers to create affordable multi family housing through new construction or rehabilitation
- Eligibility
 - Applicants may be for-profit or non-profit
 - Demonstrate at least two years of experience in new construction or rehabilitation of multi-family housing.
 - All for-profit applicants must make a 5 – 30% equity investment
 - All applicant(s) can be a current participant in one (1) existing project within the Real Estate Development Department, existing project must be underway with at least 75% of contracted funds drawn

Affordable Multi Family Housing

■ Project Expectations

- Projects must contain 10 units or more. Units must be contiguous or located on one site
- All projects must serve a low to moderate income population (as determined by HUD)
- Prior funding commitment required before application submission
- All for-profit agencies must commit to sell all units completed in the project. Only non-profit agencies are permitted to rent/lease completed units, with a secured property management company

Affordable Multi Family Housing

■ Project Expectations

- Approved projects must have site control, zoning approvals, building permits, and other funding commitments by July 01, 2019
- No delinquent taxes or defaulted loans are allowed on subject lots
- Maximum funding commitment of \$750,000 per project. Approved funding is by reimbursement only
- All projects designed to be energy efficient, meeting Energy Star, Ecobuild, or Green Practices will be given priority

Community Economic Development

- The Community Economic Development Program provides incentives toward the development of commercial, office, or industrial projects in Memphis' low investment neighborhoods
- Eligibility
 - Applicants may be for-profit or non-profit
 - Demonstrate at least one year of experience in serving its community.
- Must encourage commercial and other non-residential projects that further economic opportunity in the City
- Must support HCD' s goals of job creation and neighborhood revitalization
- Maximum request for funding is \$100,000.00

Community Economic Development

- Eligible activities include:
 - Acquisition
 - Infrastructure improvements
 - Environmental Assessments
 - Construction



Neighborhood Development Program

- The Neighborhood Development Program provides funding to build and support programs, projects, and services that benefit neighborhoods
- Eligibility
 - Nonprofit Organizations Only
 - Business/Economic Development
 - Community Development
 - Community Initiatives
 - Demonstrate at least one year of experience in serving its community.
- Maximum Request for Funding is \$50,000.00

Neighborhood Development Program

- Eligible Activities include:
 - Workforce Development
 - Youth Development
 - Economic Development
 - Activities that Support Affordable Housing
 - SBE/MBE/WBE Programs
 - Job Creation
 - Neighborhood Clean-Ups
 - Capacity Building



Frayser CDC – Agnes Place



Memphis Black Arts Alliance



Neighborhood Christian Center

Emergency Solutions Grant Program

- The Emergency Solutions Grant Program seeks to improve the quality of life for homeless citizens through funding for activities to help homeless families move toward independent living and to prevent homelessness
- Eligibility
 - Nonprofit Organizations Only
 - Demonstrate at least one year of experience in serving its community.
- Focus
 - Increase the number and quality of emergency shelters for the homeless.
 - Provide Essential Social Services for the homeless
 - Provide Financial Assistance to Prevent Homelessness

Housing Opportunities for Persons with AIDS (HOPWA)

- The Housing Opportunities for Persons with AIDS program provides assistance to low income individuals diagnosed with HIV/AIDS and their family members who live with them
- Eligibility
 - Nonprofit Organizations Only
 - Demonstrate at least one year of experience in serving its community
 - Clients must be documented with HIV/AIDS diagnosis and meet HUD income guidelines for the county of their residence within the service area
 - Must increase the availability of decent, safe and affordable housing for low income persons living with HIV/AIDS
 - Must be in Fayette, Shelby, and Tipton Counties in Tennessee, DeSoto, Marshall, Tate, and Tunica Counties in Mississippi, and Crittenden County in Arkansas

Housing Opportunities for Persons With AIDS (HOPWA)

- Eligible Activities include
 - Acquisition and/or rehabilitation
 - Operations of a wide range of housing programs
 - Rental Assistance
 - Housing information and outreach, and supportive services.

HOME-Funded Tenant Based Rental Assistance (TBRA)

- The HOME TBRA program provides rental assistance to low-income persons who are homeless and have special needs.
- Eligibility
 - Non-profit organizations with 501 (c) (3) tax exempt status, current TN charter, financial statements/audit, general liability insurance
 - Must serve clients whose income is 60% or below the median income and who are at risk of homelessness and have a special need
 - Clients must have an income and pay 30% of the rent and a portion of utilities
- Eligible Activities include
 - Rental Assistance
 - Utility Assistance

Q & A

- Remainder of the workshop is an opportunity for attendees to meet with staff from various programs to:
 - Learn more about each program,
 - Discuss project ideas
 - Ask questions