

ST. JOSEPH COUNTY HOUSING CONSORTIUM

HOME Investment Partnerships Program

RFP INFORMATION PACKET

PY2026

RFP DEADLINE:

Friday, October 10, 2025 by 4:45 PM

PLEASE NOTE: The timeframe of any federal budget discussions, modifications, and/or approvals cannot be projected. The Consortium will proceed as usual with the RFP process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2026 funding is not confirmed. Recommendations are subject to change.

APPLICATION TECHNICAL ASSISTANCE

Staff will provide limited technical assistance to agencies interested in responding to the application. Contact the Department of Community Investment at federalgrants@southbendin.gov.

The Consortium will be offering Technical Assistance Sessions this year. Please check the schedule below:

September 12th at 11:00 AM – CDBG and ESG subrecipients

<https://tinyurl.com/SB-TA1-2026>

September 15th at 1:00 PM – New applicants and anyone who could not attend 9/12

<https://tinyurl.com/SB-TA2-2026>

September 18th at 1:00 PM – Construction projects

<https://tinyurl.com/SB-TA3-2026>

September 19th at 11:00 AM – All grants and projects

<https://tinyurl.com/SB-TA4-2026>

October 6th at 10:00 AM – Last minute questions and concerns

<https://tinyurl.com/SB-TA5-2026>

PUBLIC ENGAGEMENT

Public hearings on the **2026 CDBG, HOME, and ESG RFPs, with the intention of developing the 2026 Action Plan**, will be held on Wednesday, September 10, 2025 at the following times and locations:

11:00 AM, Mishawaka Planning and Community Development
Mishawaka City Hall
100 Lincolnway West, Mishawaka

and

5:30 PM, 14th Floor Dept. of Community Investment Conference Room
County-City Building
227 West Jefferson Boulevard, South Bend

Both locations are ADA accessible.

Emergency Citizen Participation and Consultation Process

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of Indiana, or the St. Joseph County Health Department, the Consortium will hold virtual public hearings through conference calls or an online video conference call platform. Access information for virtual meetings will be provided in the public hearing notice. The Consortium will make a good faith effort to ensure that attendees of virtual public hearings will be able to comment and have questions answered in real-time. If real-time questions and responses are not feasible, citizens may submit questions via email to federalgrants@southbendin.gov and Consortium staff will provide a response within two (2) business days.

GENERAL REQUIREMENTS

- A. **Minority and Women’s Business Enterprise Outreach:** The policy of the Consortium encourages the participation of minority and women owned businesses in the benefits of the HOME program, by:
- 1) Contacting all minority businesses that offer services needed by the organization in carrying out the HOME program and offering copies of any ads outlining information on where, when and how to submit bids or proposals for such work; and
 - 2) Keeping records on contacts made to minority and women business enterprises and retaining any correspondence (letters, proposals, bids, etc.) received from such businesses for any contracts let through the HOME program and relaying this information to Department of Community Investment staff at least semi-annually.
- B. **Inclusive Staffing Practices:** Where possible and practical, subgrantees must advance inclusive hiring practices for delivery of housing and other community-related projects. Building wealth and inclusive economic opportunities in low-income communities is considered fundamental in the provision of CPD-funded housing and services projects. This is to be achieved through hiring, training, and providing opportunities for growth.
- C. **Federal Compliance:** Will operate in accordance with federal regulations, laws, and executive orders, as amended.

HOME FUNDED PROJECTS

- Applicant must be a non-profit 501(c)(3) charitable organization or a unit of government.
- To utilize HOME funds most effectively to address priority needs, the Consortium will prioritize the award of PY 2026 HOME funds to projects that provide for:
 1. Acquisition/rehabilitation/new construction of Permanent Supportive Housing units for the chronically homeless;
 2. Tenant Based Rental Assistance (TBRA) for special needs populations.
- In addition, Consortium staff time will be subsidized using HOME funds set aside for administration. If funds are available after priority projects and administration are awarded, remaining funds may be allocated to single-family home new construction on existing vacant lots.
- The Consortium notes a preference to use HOME in specific geographic areas (please see the “Analysis for Residential Market Potential” on the City’s website at <https://tinyurl.com/2021ResidentialMarketPotential>).

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS

The St. Joseph County Consortium, in order to participate in specific development activities, will work with qualified Community Housing Development Organizations (CHDOs).

The HOME Investment Partnerships Program (HOME) was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990. The Act's objectives include (1) promoting partnerships among states, units of local government, and not-for-profit organizations to develop and manage safe, decent, and affordable housing. The St. Joseph County Housing Consortium (PJ) receives a yearly allocation of HOME funds from the U.S. Department of Housing and Urban Development (HUD) as a participating jurisdiction (PJ).

In order to achieve its objectives, the Act requires that PJs "set aside" a minimum of 15% of their annual HOME allocation exclusively for qualified, eligible CHDO projects. A Community Housing Development Organization (CHDO) is a private, community-based nonprofit organization whose primary purpose is to develop affordable housing for the community it serves. To be recognized as a CHDO, an organization must meet the requirements pertaining to the legal status, organizational structure, capacity, and experience as set for in 24 CFR 92.2, and be certified by the PJ as a CHDO

An organization's CHDO status must be certified every three (3) years. Per 24 CFR 92.2, the following guidelines are considered criteria for qualification as a CHDO:

Community housing development organization means a private nonprofit organization that:

1. Is organized under State or local laws;
2. Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
3. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:

- a. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - b. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
 - c. The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
 - d. The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.
4. Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization;"
 5. Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;
 6. Has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls;'
 7. Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
 8. Maintains accountability to low-income community residents by:

- a. Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - b. Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
9. Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of § 92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and
10. Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

FAITH-BASED ORGANIZATIONS

BACKGROUND/GENERAL GUIDANCE/APPLICABILITY

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://archives.hud.gov/initiatives/fbci/Faith-Based.pdf>

IMPORTANT REQUIREMENTS FOR HOME PROJECTS

The laws require that:

1. PJs must repay any HOME funds invested in projects that are not completed within four years of the commitment date, as determined by a signature of each party to the written agreement. HUD may grant a one-year extension upon determination that the failure to complete the project is beyond the control of the PJ.
2. PJs may only commit HOME funds to a project after it has underwritten the project, assessed the developer capacity and fiscal soundness of the developer being funded, and examined the neighborhood market conditions to ensure that there is an adequate need for the HOME project. The PJ must certify, at the time HOME funds are committed, that these actions have been taken for each project.
3. PJs must convert any HOME homeownership unit that has not been sold to an eligible home buyer within nine (9) months of construction completion to a HOME-assisted rental unit.
4. PJs may only provide HOME funds for development activities to Community Housing Development Organizations (CHDOs) that have demonstrated that they have staff with demonstrated development experience.

Source: U.S. Department of Housing and Urban Development, Notice CPD 12-007

HOME INCOME LIMITS

FY 2025 HOME Income Limits (Effective 06/01/2025)								
South Bend – Mishawaka, IN HUD Metro FMR Area								
	<i>1 – Person Household</i>	<i>2 – Person Household</i>	<i>3 – Person Household</i>	<i>4 – Person Household</i>	<i>5 – Person Household</i>	<i>6 – Person Household</i>	<i>7 – Person Household</i>	<i>8 – Person Household</i>
<i>30% AMI</i>	18,500	21,150	23,800	26,400	28,550	30,650	32,750	34,850
<i>50% AMI</i>	30,800	35,200	39,600	44,000	47,550	51,050	54,600	58,100
<i>60% AMI</i>	36,960	42,240	47,520	52,800	57,060	61,260	65,520	69,720
<i>80% AMI</i>	49,300	56,350	63,400	70,400	76,050	81,700	87,300	92,950

Please note that HUD Income Limits are subject to change.

AFFORDABILITY PERIOD

HOME projects will be required to have a period of affordability based on the amount of HOME investment in the project. The deed restriction documentation must be approved by DCI Staff. For consistency, the following affordability investment/affordability periods, will be used:

Amount of HOME funds used:	Years of affordability required:
Under \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000	15 years
New Construction Rental	20 years

EVALUATION CRITERIA

The following criteria and scoring will be used for reviewing proposed housing development activities, however, **the Consortium may award funds outside this criteria at its discretion.** *This is for information purposes only and does not need to be completed.*

Proposals will be evaluated, and preference given to those which address the following:

- Allow for the most efficient and cost-effective use of HOME Program funds so that the greatest number of beneficiaries will be assisted. Priority will be given to projects leveraging project funds. Projects that leverage higher amounts of funding will be more favorably considered.
- Responsiveness to current housing needs and neighborhood plans, including type of housing and period of affordability.
- Sustainable development components including LEED Silver rating, Silver Rating National Green Building Standards, and Enterprise Green Communities.
- Preferences will be given to those applicants/developers that are located within the City of South Bend, City of Mishawaka, St. Joseph County, and the Michiana region.
- Demonstrate a commitment and capacity to implement the project in terms of time, effort, staff and other resources, etc.
- Include a realistic, detailed financial package that documents the ability of the applicant entity to match the HOME funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained).
- Prove the ability of the applicant entity to carry out the proposed activities within the specified time frame. All projects must begin within one year of execution of contracts with the Consortium. All projects must be completed within four years of contract execution.
- Current or previously funded agencies – timely reimbursement requests/draw request.
- Prove land control in construction/rehab projects.
- Location desirability of the project. Different criteria will be reviewed for project desirability including public transportation availability within 3 blocks of project location, fresh produce store within 1 mile, community center within 1.5 miles, public library within 2 miles, and the walkability of the project location (>50 on walkscore.com).
- Organization's administrative and financial capacity to carry out the proposed activity.
- Eligible with HUD regulations including compliance with a national objective.

ST. JOSEPH COUNTY HOUSING CONSORTIUM

HOME Investment Partnerships Program

REQUESTS FOR PROPOSAL
PY2026

RFP DEADLINE:
Friday, October 10, 2025 by 4:45 PM

PLEASE NOTE: The timeframe of any federal budget discussions, modifications, and/or approvals cannot be projected. The City of South Bend will proceed as usual with the RFP process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2026 funding is not confirmed. Recommendations are subject to change.

SUBMISSION INFORMATION

Important information, please read this page in its entirety.

General Instructions: Please read the instructions and review the application carefully before completion and submission. Some items have changed. Submission of an incomplete application or submission after the deadline may result in the proposal being disqualified.

- **A separate proposal must be submitted for each potential project.**
- All additional information required for this RFP must be submitted as attachments.
- **No more than three RFPs may be submitted per agency. If more than one RFP is submitted, they must be numbered by priority.**
- **RFPs must be submitted as email attachments. Dropbox, Google Drive, etc. links will not be accepted.**

**Proposals must be received by 4:45 p.m. on Friday, October 10, 2025,
and must be emailed.**

NO FAX, HAND DELIVERIES, OR MAIL DELIVERIES WILL BE ACCEPTED.

For electronic submissions, please send proposal and all attachments to federalgrants@southbendin.gov.
Please put 2026 HOME in the subject line.

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization with whom a contract will be executed. An authorized representative of the organization who has the legal authority to enter into an agreement with the St. Joseph Housing Consortium must sign each original proposal.

PLEASE NOTE: Proposals that are incomplete, request activities other than outlined in this document, lack required attachments, or proposals submitted after the published deadline will not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by DCI.

PROPOSAL COVER SHEET

St. Joseph County Housing Consortium Department of Community Investment PY2026 HOME Investment Partnerships Program (HOME) Request for Proposals

Application Organization: _____

Contact Person: _____

Office Address: _____

Phone Number: _____ Email Address: _____

UEI Number: _____ Federal ID Number: _____

Organization Fiscal Year: _____ though _____

Organization Type: Public agency OR Private non-profit agency

Tax exempt non-profit status under Section 501(c)(3)? Yes No

Have you received CDBG funds from the City in the last three years? Yes No

If no, additional information will be required. Please email federalgrants@southbendin.gov.

Are you submitting more than one RFP? Yes No Proposal ____ of ____ Priority ____

Please note that only three proposals are allowed per agency.

Project Name: _____

Address of Project: _____

Description of project: _____

Type of project:

- Acquisition/rehab/resale Public facility improvements
- Acquisition/rehab/rental Homeownership assistance/Down payment assistance
- Production of new HO units Demolition
- Production of new rental units Other: _____

HOME Amount Request: \$ _____

Total amount of additional project funds: \$ _____

Match funding sources: _____

There is a 25% match requirement for HOME funds. Proof of match funds must be submitted with the application in order to be considered for funding. Funds used to match a previous HOME activity may not be used to match a subsequent grant award.

Target Median Income Population: 30% 50% 60% 80%

Number of unduplicated individuals to be assisted: _____

Number of units to be created/serviced: _____

Population to be Served: _____

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

(Note: all projects must be started within one (1) year of contract execution and completed within four (4) years of contract execution. NO EXCEPTIONS! Any projects not completed within 4 years will be closed and all funds used will be required to be repaid.)

The St. Joseph County Housing Consortium, as Participating Jurisdiction of the HOME Program, complies with equal opportunity requirements which provide that no person in the U.S. shall on the ground of race, creed, color, national origin, sex, age, religion, handicap, or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

ATTACHMENT A: PROGRAM

PROPOSAL OUTLINE

1. The following list of priorities are the only eligible activities for the upcoming funding year that will be considered. Priorities are chosen by the City on an annual basis. Check the priority this project applies to. If it does not align with a priority, please explain why not.

- Acquisition/Rehab/New Construction of Permanent Supportive Housing
- Tenant Based Rental Assistance
- Homebuyer Assistance
- Acquisition/Rehab of LMI Housing
- New Construction of LMI Housing

2. Describe the expected impact and specific outcome the activity plans to accomplish.

3. For rehab housing projects only, list lead abatement procedures/risk assessment/work practice standards in place to comply with lead-based paint reduction requirements. Please refer to Title X requirements for rehabilitation and lead hazard reduction (<https://www.hudexchange.info/resources/documents/Title-X-of-the-Housing-And-Community-Development-Act-of-1992.pdf>)

4. The City encourages use of M/WBE organizations and Section 3 workers and businesses. Describe the process to be used to encourage minority and women owned businesses (M/WBE) and Section 3 residents and business concerns to submit bids if the program/activity includes construction or rehabilitation work (residential, commercial or infrastructure). M/WBE information is available online at <http://www.in.gov/idoa/mwbe> . Section 3 information can be located at <https://www.hudexchange.info/programs/section-3/>

5. **Displacement Activities:** Check all items involved in the proposed project.

- Real property acquisition
- Permanent relocation of tenants
- Temporary relocation of tenants
- Conversion of commercial structures to other uses
- Rehab of residential structures
- N/A

6. **Rental housing projects only:** Please attach a 10-year pro forma for the project, including: sources and uses of funds as outlined in budget; projected rents for all units, as well as anticipated increases; vacancy rate; annual operating expenses, as well as anticipated increases; debt service requirements for all loans; annual cash flow; annual cash and tax benefits to owner; etc.

7. **Americans with Disabilities Act (ADA)**

For rehab projects, does the building already meet ADA requirements?

- YES NO N/A

For new construction projects, do the plans include ADA requirements?

- YES NO N/A

If the answer is "no" for either 1 or 2, what plan have you developed to bring the units into compliance?

8. Describe the energy efficiency of the unit(s) or the steps you will take to meet it.



9. Describe the steps you will take to test and mitigate radon (applicable for all construction projects).



ATTACHMENT B: Organizational Information

1. Mission statement.

2. List of grant staff and job descriptions. (Can be an attachment)

3. If monitored for other Federal grants, provide the extent and results of the monitoring (Please attach documentation e.g. a letter from the Federal agency that conducted the monitoring).

Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____
<hr/>			
Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____
<hr/>			
Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____

ATTACHMENT C: BUDGET – MATCH SOURCES

Please complete the following chart, be as detailed as possible for each category. Incomplete charts will be sent back for completion and the total RFP will not be reviewed until all information is completed.

COST CATEGORY	HOMEFUNDS REQUESTED	PROPOSED OTHER FUNDS & SOURCE OF FUNDS (name each source and amount)	TOTAL
1. Acquisition/Rehab -			
Homeownership or Rental <i>The maximum HOME investment for these activities in St. Joe County is capped at 60% of the total development cost per property.</i>			
a. Architectural/engineering			
b. Acquisition of Real property			
c. Lead-based paint: Eval/reduction			
d. Construction hard costs			
e. Relocation			
f. Demolition in support of housing			
g. Developer fee <i>Limited to up to 12.5% of total HOME investment in project</i>			
h. Other (please specify)			
2. New Construction - Homeownership or Rental <i>The maximum HOME investment for these activities in St. Joe County is capped at 60% of the total development cost per property.</i>			
a. Architectural/engineering			
b. Acquisition of Real property			
c. Construction hard costs			
d. Holding costs			
e. Developer fee <i>Limited to up to 12.5% of total HOME investment in project</i>			
f. Other (please specify)			
3. Tenant-Based Rental Assistance			
4. Down Payment Assistance			
5. Other (specify):			
TOTAL PROJECTED COST (TPC)			
% Of TPC funded by HOME			

a. For Housing Projects Only - Per Unit Cost: _____

b. Long-Term Funding

If this is for a non-construction project, do you anticipate requiring additional years of HOME funding? Explain.

- c. Has the applicant organization applied for funding from other sources for this project/program?
 YES NO

If Yes, list to whom, dollar amount of request, and status. **Supporting documentation will be required.**

Source	Amount	Yet to Apply	Approved	Pending	Denied
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If No, explain why other funding sources have not been sought.

Will CDBG or federal tax credits (LIHTC) also be used to develop the project? Make sure this information is included in the Attachment D: Budget.

- YES NO

d. Public Funding History

Has your organization received HOME funding from another organization in prior years?

- YES NO

If Yes, please provide the following information for the past three (3) funding years below:

Project	Year	Grant Amount	Balance Remaining

ATTACHMENT D: NOTIFICATION OF A SINGLE ANNUAL AUDIT FORM

Applicants for a HOME grant from the St. Joseph County Housing Consortium must provide the following information:

1. **Applicant:** _____
2. **Expenditures** (from all federal sources for the recent fiscal year ended):
(Attach a separate sheet if necessary)

SOURCE	\$ AMOUNT

3. **Single Audit not required** (total federal expenditures **less than \$1,000,000** for fiscal year).
If a Single Audit is not required, applicants must have a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Statements are due to the City of South Bend's Department of Community Investment six (6) months after the end of the fiscal year.

- Single Audit required** (total federal expenditures **greater than or equal to \$1,000,000** for fiscal year)

If a Single Audit is required, the applicant must have it conducted in accordance with 2 CFR Part 200 and Generally Accepted Government Auditing Standards for the fiscal year noted above. The Single Audit must be submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>), and is due to the City of South Bend's Department of Community Investment nine (9) months after the end of the fiscal year.

4. **Certification by Authorized Representative:**

I certify that the amounts shown above accurately reflect the federal funds expended by this organization for the fiscal year indicated.

Signature _____

Date _____

Title _____

ATTACHMENT E: SIGNATURE PAGE

I hereby certify that the submission of this proposal has been duly authorized by our governing body. I understand that if it is found to not be authorized by our governing body or any information contained in this document has been falsified, this application will not receive funding.

Initial: _____

I hereby acknowledge that all sections of this Request for Proposal have been reviewed and understood.

Initial: _____

I understand that if any portion of this proposal is incomplete or submitted after the deadline, it will not be considered for funding.

Initial: _____

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §287, 1001 and 31 U.S.C. §3729)

Initial: _____

I hereby certify that I have the legal authority to apply for the grant, and to execute the proposed program.

Initial: _____

Authorized Representative

Signature: _____

Title: _____

Date: _____

Email Address: _____

Phone Number: _____

PROPOSAL CHECK LIST

(Attachment F)

All information and documentation must be included to be considered for funding (no exceptions)

Additional information of what is required can be found in the information packet!

Complete this checklist when completing your proposal:

- Proposal cover sheet
- Program proposal outline (Attachment A)
- Organizational Information (Attachment B)
- Budget (Attachment C)
- Notification of a Single Annual Audit Form (Attachment D)
- Signature Page (Attachment E)
- Proposal Checklist (Attachment F)

Additional information required as attachments:

- List of Board Members
- Audited financial statements
- Proof of ownership of property (if proposing construction projects)
- Evidence of anticipated funding: verification letters, notices of intent, etc.
- Letters showing neighborhood support (if applicable)
- Sam.gov printout showing non-debarment and active standing
- Organizational chart
- List of current open projects and % of project completion

Additional information required as attachments, only if they have not been provided in the past year with a previous application and/or they have been updated:

- Agency Articles of Incorporation
- Agency Code/Standard of Conduct
- IRS 501(c)(3) designation letter
- Accessibility Standards NOT APPLICABLE
- Agency By-Laws

Certification by Authorized Representative:

I certify that the above required information is included in the submission of a request for proposal and all information is true and correct.

Signature _____

Date _____

Title _____