

Recovery Housing Program Pre-Submission Application Form Applicant Information

For DLG Use Only	SAI Number	If a Project involves Water or Sewer Activities
24R-		WRIS Number

PROJECT TITLE

APPLICANT

Legal Applicant		CEO		E-mail Address			
Street or P. O. Box			City		County	State KY	ZIP Code + 4
Telephone Number	Fax Number		DUNS Number		Tax ID Number		SAM Number

APPLICANT'S SUBRECIPIENT - CHECK BOX A FAITH BASED ORGANIZATION

Name		CEO		Email Address			
Street or P. O. Box			City		County	State KY	ZIP Code + 4
Telephone Number	Fax Number		DUNS Number				

PARTICIPATING PARTY CHECK BOX IF PARTICIPATING PARTY IS A FAITH BASED ORGANIZATION

Name		CEO		Email Address			
Street or P. O. Box			City		County	State KY	ZIP Code + 4
Telephone Number	Fax Number		DUNS Number				

PREPARER

Name		Telephone Number		FAX Number			
Organization			E-mail Address			Certified Administrator Yes <input type="checkbox"/> No <input type="checkbox"/>	
Street or P. O. Box			City		County	State KY	ZIP Code + 4

State House District	State Senate District	Congressional District	Area Development District
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Recovery Housing Program Pre-Submission Application Form Checklist

Introduction

These forms are designed to obtain pertinent information, not lengthy narrative. Forms provided must be used and completed according to instructions. Instructions are given on the respective forms. Answer all questions--if a particular question is not pertinent to your project, insert N/A. Please type or print all information. No additional pages will be allowed unless noted on form. Attach and number all exhibits to correspond with the appropriate section. Retyped forms will be accepted; however, the same format must be followed and pages must be numbered.

The following materials shall constitute a complete application. **Please provide the page number for each item listed below on the line to the left:**

- ___ Project Summary
- ___ Project Funding Summary
- ___ Attach a Detailed Cost Estimate
- ___ Include a Census Tract map (s) showing the location of the proposed project. Census Tract Maps can be downloaded at <http://www.census.gov/>
- ___ Citizen Participation - *tear sheet, signed detailed public hearing minutes/handouts, attendance sheet, and any public responses.*
- ___ Title VI Form
- ___ Statement of Assurances

Documents to Attach:

- ___ Authorizing Resolution adopted by the applicant.
- ___ For all non-profit organizations, please provide proof of the non-profit organization's 501(c)(3) status to prove eligibility (*if applicable*).
- ___ Kentucky State Clearinghouse Endorsement, as stated in the RHP Guidelines.

NOTE: Partial submissions will NOT be accepted!

**Recovery Housing Program
Pre-Submission Application Form
Project Summary**

Project Site Address (including ZIP code + 4):

Project Site Address Census Tract:

Please provide a detailed description of proposed project.

Please explain the project need in the community and its relationship to Recovery Housing efforts.

**Recovery Housing Program
Pre-Submission Application Form
Project Summary**

Necessary and Reasonable: Please substantiate that RHP funding is necessary to meet the identified need.

Project Effectiveness: Please explain how project accomplishments would be significant given the need in the community.

Project Leveraging: Please provide detail of other leveraged funds.

Project Timeliness: Please discuss ability to deliver effective assistance in a timely manner.

**Recovery Housing Program
Pre-Submission Application Form
Capacity Information**

Provide a brief narrative that describes the experience of the organization with regard to the development of affordable housing, including the number of projects and units that have been completed and placed into service.

Please explain the entity's experience as a management organization in housing and recovery program management.

Please provide experience in working with the Kentucky CDBG program and/or experience of applicant partners working with the Kentucky CDBG Program.

Recovery Housing Program Pre-Submission Application Form Project Funding Summary

FINANCING

Include **all** funding amounts and sources. Please complete all appropriate columns and indicate the status of funds as “Approved”, “Applied For”, or “Committed”. In-kind contributions should be listed separately on the chart below. **Application ceiling can be full allocation amount. RHP PreAward Costs are capped at 5% of total RHP funds requested. RHP Activity Delivery Costs are capped at 4% of total RHP funds requested.**

Source	Amount	Project %	Type	Rate	Term	Status of Funds
RHP						
RHP PreAward Costs		5%				
RHP Activity Delivery Costs		4%				
Subtotal - RHP						
Total						

Source of In-Kind Contributions	Estimated Amount
Total	

APPLICATION CERTIFICATION

To the best of my knowledge and belief, information in this Form is true and correct. Applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

Signature, Chief Executive Officer

Title

Name Typed

Date

**Recovery Housing Program
Pre-Submission Application Form
Citizen Participation**

1. Date of publication of notice of RHP information to the public _____

2. Notice of first public hearing

Date of advertisement _____

Date of hearing _____

3. Describe the other methods used to solicit participation of low and moderate income persons, such as posting notices at public buildings, radio ads, etc...

4. Describe any adverse comments/complaints received and describe resolution.

5. Attach to this form:

- a) Tear sheet of all public notices
- b) Signed Minutes of the public hearing(s) including lists of signatures from attendees, agendas, and handouts
- c) Copy of response(s) to comment(s) and/or complaint(s)

**Recovery Housing Program
Pre-Submission Application Form
TITLE VI Form**

Form Approved
OMB No.2506-0043

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

INSTRUCTIONS FOR COMPLIANCE WITH TITLE VI

OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 states

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Section 1.4(b) (2) (i) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI requires that:

“A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or other methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.”

As evidence of compliance with the above, the applicant shall provide the information as requested in a, b, c, and/or d below, as appropriate, to supplement the data relative to the locations of concentration of minority groups and proposed activities shown on the map submitted as part of the application. Additional pages should be used, if necessary. If there are no minorities in the community, check here and disregard questions a through d.

a. IDENTIFY THE MINORITY GROUP(S) POPULATION OR PORTION THEREOF, RESIDING IN THE APPLICANT’S JURISDICTION THAT WILL NOT BE SERVICED BY ONE OR MORE OF THE PROPOSED ACTIVITIES

**Recovery Housing Program
Pre-Submission Application Form
TITLE VI Form**

b. EXPLAIN WHETHER THE MINORITY GROUP POPULATION, OR PORTION THEREOF, NOT SERVICED BY THE PROPOSED ACTIVITY (IES) ALREADY RECEIVES SUCH SERVICE. IF SO, DEFINE THE EXTENT OF EACH OF THESE EXISTING SERVICES AND INDICATE WHETHER THEY ARE EQUAL TO, GREATER THAN OR LESS THAN THE PROPOSED ACTIVITY(IES) RELATIVE TO THE LEVEL AND QUALITY OF SERVICES TO BE PROVIDED.

c. IF THE MINORITY GROUP POPULATION, OR PORTION THEREOF, DOES NOT RECEIVE SUCH SERVICE(S) NOW AND WILL NOT RECEIVE THE BENEFIT OF THE PROPOSED ACTIVITY(IES), INDICATE THE APPROPRIATE TIME SUCH SERVICE(S) WILL BE PROVIDED TO SUCH RESIDENTS.

d. IN THE EVENT NO FUTURE SERVICE(S) IS PLANNED FOR THE MINORITY GROUP POPULATION OR PORTION THEREOF, PROVIDE A STATEMENT OF THE REASONS WHY.

The phrase “minority group” as used herein, refers to Black, not of Hispanic Origin; Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture regardless of race); Asian or Pacific Islander; American Indian or Alaska Native.

Signature, Chief Executive Officer

Statement of Assurances

The applicant hereby assures and certifies that:

- (a) It possesses legal authority to apply for the grant, and to execute the proposed program, shall abide by all federal and state laws, executive orders, and regulations, including, but not limited to, those items listed in this section.
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- (c) It has complied with all the requirements of Executive Order 12372 and that either:
 - (1) Any comments and recommendations made by or through clearinghouses are attached and have been considered prior to submission of the application; or
 - (2) The required procedures have been followed and no comments or recommendations have been received prior to submission of the application.
- (d) It will facilitate citizen participation.
 - (1) Providing adequate notices for one or more public hearings, specifically to persons of low and moderate income;
 - (2) Holding one or more hearings at times and locations convenient to potential beneficiaries, convenient to the handicapped, and meeting needs of non-English speaking residents;
 - (3) Providing citizens information concerning the amount of funds available for proposed community development activities and the range of those activities;
 - (4) Providing citizens with information concerning the estimated amount of funds that will benefit persons of low and moderate income;
 - (5) Furnishing citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities;
 - (6) Providing citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
 - (7) Providing citizens with reasonable access to records regarding the past use of RHP funds received; and
- (e) It will comply with the regulations, policies, guidelines and requirements of the OMB Super Circular and the "Common Rule," 24 CFR, Part 85 as they relate to the application, acceptance, and use of Federal funds under this document.
- (f) It will comply with:
 - (1) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
 - (2) The provisions of the Davis-Bacon Act (40 U.S.C. S 276a-5) with respect to prevailing wage rates;

- (3) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et. seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work-week;
 - (4) Federal Fair Labor Standards Act, 29 U.S.C.S 102/et. seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week;
 - (5) Anti-Kickback (Copeland) Act of 1934, 18 U.S.C.S 874 and 40 U.S.C.S 276c, which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities; and
 - (6) KRS 337, with respect to Kentucky Prevailing Wage Rates and labor standards.
- (g) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements.
- (h) It will comply with:
- Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
- (i) It will to the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended with the final rule published February 3, 2005, and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42.
- (j) It will:
- (1) Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;
 - (2) Provide relocation payments and offer relocation assistance as described in the Uniform Relocation Assistance Act of 1970, as amended, to all persons displaced as a result of acquisition of real property for an activity assisted under the Recover Housing Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, or source of income; and
 - (3) Provide for reasonable benefits to any person involuntarily and permanently displaced as a result of the use of grant funds to acquire or substantially rehabilitate property.
- (k) It will comply with the provisions of the Hatch Act that limits the political activity of employees.

- (l) It will give the State, HUD and the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
- (m) Its chief executive officer or other officer of applicant approved by the State:
 - (1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et. seq.) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA, insofar as the provisions of such Federal law apply to the Recovery Housing Program; and
 - (2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- (n) It will comply with:
 - (1) The National Environmental Policy Act of 1969 (42 U.S.C. S 4321 et. seq.) and 24 CFR Part 58, and in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 468), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1974 (16 U.S.C. 469a-1, et. seq.) by:
 - (a) Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and
 - (b) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
 - (2) Executive Order 11988, Floodplain Management;
 - (3) Executive Order 11990, Protection of Wetlands;
 - (4) Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) as it relates to the mandatory purchase of flood insurance for identified special flood hazard areas;
 - (5) The Endangered Species Act of 1973, as amended;
 - (6) The Fish and Wildlife Coordination Act of 1958, as amended;
 - (7) The Wild and Scenic Rivers Act of 1968, as amended;
 - (8) The Safe Drinking Water Act of 1974, as amended;
 - (9) The Clean Air Act of 1970, as amended;
 - (10) The Federal Water Pollution Control Act of 1972, as amended;
 - (11) The Clean Water Act of 1977; and

(12) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976.

(o) It will comply with 24 CFR Part 570.489(j) concerning the change of use of real property purchased or improved in whole or in part with RHP funds.

(p) It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, as well as with all other applicable State and Federal laws which have not been cited previously.

The applicant hereby certifies that it will comply with the above stated assurances.

Signature, Chief Executive Officer

Name (typed or printed)

Title

Date