



Housing and Economic Development Services

P.O. Box 2570
Waco, Texas 76702-2570
254 / 750-5656
Fax: 254 / 750-5604
www.waco-texas.com

February 15, 2016

Dear Citizen Organization,

We are pleased to make available the City of Waco's Program Year 2016/2017 HOME CHDO Request for Proposal (RFP) Packet.

New for PY2016/2017, Prosper Waco is a top priority for the City of Waco and our affiliates. **Please pay special attention to pages 10-11, 14, 21 and Appendix H for information concerning Prosper Waco requirements.** We are releasing this RFP to allow interested CHDOs the opportunity to develop a project proposal within the guidelines of this RFP.

The Original and two copies of each proposal must be delivered or mailed to reach the address below **on or before 5:00 P.M. Central Standard Time, Friday, March 18, 2016.**

**City of Waco
Housing and Economic Development Services
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570**

If you have any questions regarding this RFP or to request a proposal form on CD-ROM, please contact Natalie Williams at NatalieW@wacotx.gov or (254) 750-5601.

We look forward to working with the CHDOs to improve the housing conditions and revitalize our neighborhoods.

Sincerely,

Jeff Wall
Director of Housing and Economic Development
City of Waco



**Program Year 2016/2017 HOME CHDO
(Community Housing Development Organization)**

Request for Proposal

Date of Issue: February 15, 2016

Deadline for Proposal Submission: March 18, 2016
At 5:00 p.m. CST

NO APPLICATIONS WILL BE RECEIVED AFTER THE DEADLINE

Submit to:

**City of Waco
Housing and Economic Development Department
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570**



**Program Year 2016/2017 HOME CHDO
Community Housing Development Organization
REQUEST FOR PROPOSAL (RFP)**

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**Program Year 2016/2017 HOME CHDO
Community Housing Development Corporation
REQUEST FOR PROPOSAL (RFP)**

LIST OF APPENDICES

- Appendix A: HUD Income Guidelines for Program Year 2016/2017
- Appendix B: CHDO Checklist / Certification Form
- Appendix C: Regulations Applicable to New Construction of Single Family Units for Homeownership Assisted with HOME Funds
- Appendix D: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Appendix E: Drug Free Workplace Act Certification
- Appendix F: City of Waco Religious Organization Certification
- Appendix G: Conflict of Interest Statement
- Appendix H: The Prosper Waco Initiative
1. The Prosper Waco Goals
 2. Data Indicators Aligned to the Prosper Waco Goals
 3. Assessment for Alignment of Program Data with the Prosper Waco Goals



HOUSING AND ECONOMIC DEVELOPMENT SERVICES

REQUEST FOR PROPOSALS (RFP) FOR THE PROGRAM YEAR 2016/2017 HOME INVESTMENT PARTNERSHIPS PROGRAM

I. BACKGROUND

The HOME Program was established under Title II of the National Affordable Housing Act. In brief, the purposes of HOME are to:

1. Expand the supply of safe, decent, sanitary and affordable housing, for low and very low-income persons.
2. Mobilize and strengthen the abilities of nonprofit organizations to design and implement strategies for providing decent affordable housing.
3. Create and strengthen partnerships among all levels of government and the private sector, including for-profit and not for-profit organizations, to produce or manage affordable housing.

The HOME Program is administered by the U.S. Department of Housing and Urban Development (HUD). The City is a Participating Jurisdiction (PJ) in the HOME Program and receives funds under this program. To promote the above purposes, the HOME regulations require PJs to set aside funding for local Community Housing Development Organizations (CHDOs).

II. FUNDING

Under the HOME Program, the City of Waco is required to set aside at least 15% of its total HOME allocation for housing to be developed, sponsored, or owned by CHDOs for very low and low income households (HUD Income Guidelines are at Appendix A). This constitutes the City's **CHDO Housing Program Fund**. In addition, the City may set aside up to 10% of its allocation for CHDO operating cost, constituting the **CHDO Support Fund**. For the 2016/2017 HOME program year the maximum the City may allocate for Support Funds is 10%, the minimum for Program Funds is 15%.

Except for the required 15% CHDO Set Aside funding, City Council reserves the right to change funding priorities. City Council is the final authority on decisions regarding funding.

III. PRIORITY NEEDS AND ACTIVITIES

In light of the limited amount of CDBG and HOME funds available to the City of Waco, not the entire City's housing and community development needs can be addressed during the five-year Consolidated Plan period. Therefore, priorities must be established to ensure that scarce resources are directed to the most pressing housing and community development needs in the City.

A multi-step process was used to establish the priorities for the City. First, data relative to each need was collected and grouped into one of four major categories: housing needs, homeless needs, non-homeless special needs, and non-housing community development needs.

Second, the City of Waco consulted with a diverse group of public agencies, nonprofit organizations, and community development entities to determine the needs as perceived by the consumers of these groups.

Finally, the data were analyzed and priorities were established using the following definitions:

- **High** priorities are those activities that **WILL** be funded with CDBG/HOME funds
- **Medium** priorities are those activities that **MAY** be funded with CDBG/HOME funds, but only after high priorities have been funded.
- **Low** priorities are those activities that will **NOT** be funded with CDBG/HOME funds by the City; however, the City will consider providing certifications of consistency and supporting applications submitted for non-City funds by other entities.

Medium and low priority activities are still important and are not meant to be understood as being unnecessary in the City of Waco. Rather, it is perceived that those needs may have other, more appropriate funding sources. The City of Waco has identified a limited number of priorities to provide a focus for activities that will be funded in the next five years. If a high priority proposal is not received during the local HOME application process, a medium priority project may be funded. There are a sufficient number of medium priority needs to ensure that funds can be spent in a timely manner.

Based on our current five-year consolidated plan, the following is a list of the highest funding priorities for the City of Waco, based on funding history over the past two (2) years:

- Public facilities and improvements
- Public services including those that serve youth, homeless individuals or families, and provide employment training to the unemployed or underemployed
- Construction of housing
- Direct homeownership assistance
- Rehabilitation of owner-occupied housing
- Code enforcement

IV. ELIGIBLE APPLICANTS

- A. Only CHDOs certified by the City of Waco in good standing are eligible to apply for the 2016/2017 HOME CHDO funds. Information on CHDOs and an application form to be certified or recertified by the City as a CHDO. (Appendix B)
1. CHDOs that have been previously certified by the City but have **not** been awarded CHDO funds for the past three years need to be recertified prior to submitting a 2016/2017 CHDO application.
 2. CHDOs which have been in outstanding financial obligation with the City of Waco need to settle such obligation with the City before submitting an application for CHDO recertification or for 2016/2017 HOME funds.
 3. CHDOs that have not been submitting required reports in accordance with contract requirements during the period of affordability need to submit all outstanding financial and programmatic reports and keep these reports updated before submitting an application for recertification or for the 2016/2017 HOME funds.
- B. CHDOs that have current contracts with the City of Waco which have not accomplished their planned goals under contracts and have unexpended balances under these contracts shall be eligible to apply **only if it can be demonstrated to Housing staff's satisfaction that the planned goals will be completed by the time the 2016/2017 RFP contracts are executed, and all HOME grants currently open will be completed by September 30, 2017.**

V. HOME ELIGIBLE ACTIVITIES AND ELIGIBLE COSTS

A. Housing Program Fund

1. The following are the eligible activities for the Housing Program Fund, subject to the provisions in the HOME regulations (a complete copy of the HUD HOME regulations is available from Housing and Economic Development Services at no charge upon request):
 - ◆ Property acquisition
 - ◆ Site improvements
 - ◆ New construction, which includes conversion and entails adding one or more units beyond the existing walls
 - ◆ Rehabilitation of properties owned by the CHDO, including conversion other than described under new construction
 - ◆ Reconstruction of properties owned by the CHDO
 - ◆ Lease/purchase program
 - ◆ Interim financing

- ◆ Demolition as part of a housing project
 - ◆ Other activities eligible under the HOME regulations (except those specifically mentioned below), subject to approval by the Housing Department
2. Tenant-based rental subsidy is not an eligible activity in this RFP.
 3. The housing units must be for permanent or transitional housing, including permanent housing for disabled homeless persons, and single-room occupancy (SRO) housing.
 4. The **eligible costs** are those allowed under the HOME regulations, including costs incurred in predevelopment, acquisition, construction, renovation, and other development costs.
 5. The housing must be developed, sponsored, or owned by the CHDO (24 CFR 92.300).
 6. The housing must meet HOME affordability requirements and be occupied by low-income households (80% or below) as required by HOME regulations.

B. CHDO Support Fund

1. This fund is designed to assist CHDOs in building or increasing their capacity to provide affordable housing. Eligible uses include, but are not limited to: salaries, wages, and other employee compensation and benefits; supplies; utilities; rent; custodial services; office equipment rental; printing; fidelity bond; liability insurance; legal and accounting; private auto allowance; other reasonable and necessary costs approved by the Housing Department.
2. The grant under this Fund **shall not exceed 10% of the CHDO's total operating budget.**
3. Existing CHDOs who have received CHDO operating or support funds for the last three consecutive years are eligible to apply for the CHDO Support Fund only where one or more of the following initiatives or activities will be pursued:
 - ◆ Expanding into an unserved or underserved area located in a HUD-eligible area or unserved or underserved special needs population; or
 - ◆ Undertaking an innovative project.

VI. HUD OUTCOME PERFORMANCE MEASUREMENT SYSTEM

All applications must demonstrate a tie to one of three HUD designated objectives. In addition the proposed activity must demonstrate at least one HUD designated outcome. Please check below the Objective and Outcome that your project meets. Also, please provide additional details in the project narrative.

The HUD Objectives are:

- _____ **Suitable Living Environment** In general this objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their environment.
- _____ **Decent Affordable Housing** This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
- _____ **Creating Economic Development** This objective applies to the activities related to economic development, commercial revitalization, or job creation.

The HUD Outcomes are:

- _____ **Availability/Accessibility** This outcome applies to activities that makes services, infrastructure, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. Accessibility does not refer to physical barriers, but also making the affordable basics of daily living available and accessible to low-and moderate-income people.
- _____ **Affordability** This outcome applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- _____ **Sustainability-Promoting Livable or Viable Communities** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums and blighted areas through multiple activities or services that sustain communities or neighborhoods.

VII. THE PROSPER WACO COLLECTIVE IMPACT INITIATIVE

All applications must demonstrate a tie to at least one of the Prosper Waco's Initiative Goals. Refer to Appendix H. Please check below the Goal that your project meets. Also please provide additional details in the project narrative.

The Prosper Waco Initiative Goals are:

_____ **EDUCATION:** The Greater Waco community will build an environment that promotes lifelong educational attainment for all residents beginning at birth. The successful outcome of our work will be a 15 percent increase in the number of area residents who complete a post-secondary degree or certificate that prepares them for a successful career and productive citizenship by 2020.

_____ **GOAL 1:** *Kindergarten Readiness*

- ◆ Increase the percentage of Kindergarten-ready students by 50%.

_____ **GOAL 2:** *Post-Secondary Success*

- ◆ Double the percentage of economically-disadvantaged students who complete a workforce certificate or college degree.

_____ **HEALTH:** McLennan County will reach the top quartile (60th or better) of Texas counties in Quality of Life, currently 187th, and Health Behaviors, currently 116th, in Robert Wood Johnson Foundation County Health Rankings by 2020.

_____ **GOAL 1:** *Access to Care*

- ◆ Increase percentage of people covered by health insurance by 1% per year.
- ◆ Decrease percentage of people utilizing the ER as a source of primary care by 10%.

_____ **GOAL 2:** *Obesity*

- ◆ Decrease the percentage of Waco-area adults and children considered overweight or obese by 5%.

_____ **GOAL 3:** *Women's Health*

- ◆ Reduce disparities of poor birth outcomes by 50%.
- ◆ Increase percentage of women receiving annual preventative care by 10%.
- ◆ Reduce rate of teen pregnancy across all racial groups by 10%.

_____ **GOAL 4:** *Mental Health*

- ◆ Decrease use of ER for mental health treatment by 25%.

- ♦ Improve “poor mental health days” component of RWJF rankings to Texas average.

_____ **FINANCIAL SECURITY:** At least 55% of Waco residents will live with income above 200% of the federal poverty level by 2020.

_____ **GOAL 1: *Employment***

- ♦ Increase employment of Waco residents ages 16-24 by 900 individuals.

_____ **GOAL 2: *Income***

- ♦ Increase median income of full-time workers by 10%.
- ♦ Increase median household income for all Waco residents by 10%.
- ♦ Decrease the number of Waco-area residents with incomes below 50% of the federal poverty level by 10%.

_____ **GOAL 3: *Wealth***

- ♦ Reduce the percentage of Waco-area households living without three months’ worth of savings if they were not able to work.
- ♦ More than 50% of Waco households will have a net worth above \$15,000.

VIII. Waco City Council Strategic Intents 2015-2016

Summary:

The Mayor, City Council and City Manager have selected a set of Strategic Intents. The purpose is to provide a set of values, goals and objectives by which city staff, the departments and their contractors, can measure their activities.

Strategic Intents:

High Quality Economical City Services and Facilities

Develop regional water utility strategy for both quality & quantity
 Develop comprehensive maintenance & replacement strategy for facilities & equipment
 Develop land management plan
 Develop equitable Solid Waste programs in order to promote & maintain a clean City

Aggressively Competitive Economic and Community Development

Create a regional airport that can service the competitive transportation needs of the Waco area for the next half century
Strategize downtown & river development
Develop improved strategies for economic development
Create industrial and commercial development strategies
Aggressively market the attractions & amenities of the greater Waco community
Improve support strategies for small businesses & technology

Safe, Environmentally Sound, Pedestrian Friendly Community

Develop and implement a plan for better traffic circulation throughout the city and calmer traffic in the residential areas
Develop a pedestrian friendly infrastructure
Implement effective community safety programs
Improve the cleanliness and appearance of the city
Develop a fire safety and prevention strategy
Maintain quality ambulance service standards
Increase the level of emergency management preparedness

Improved Housing Options, Opportunities, and Conditions

Increase the variety of housing options and opportunities for all Wacoans

Expand access to homeownership

Preserve the value of existing housing stock

Adopt development strategies tailored to specific parcels and areas of the city

Increase resources- especially financial-available for housing activities, deploy those resources strategically and measure success.

Enviably Culture and Quality of Life

Make decision on the direction of library services
Develop means of multi-cultural expression
Explore ways of increasing multi-lingualism
Upgrade the convention center services and facilities
Work to eliminate racism and other forms of unlawful discrimination and harassment

Effective Policy and Administration – Insure that each proposed or current City policy provides every citizen with equal access to all services, benefits and amenities

Ensure that all boards and commissions are citizen directed and have a composition that reflects community demographics

Develop a technologically advanced “common property database” with McLennan County, McCAD and other governmental entities

Explore mutual advantages of close working partnerships with the McLennan County government and other incorporated municipalities within the county, school districts and area institutions of higher education

Establish an agreed upon set of peer cities that shall serve as the initial benchmark in all comparative reviews.

Adopt policies and procedures that ensure that we keep, attract and develop a superior staff

Ensure the entire City staff is operating with a set of effectively communicated goals and objectives

Have established policies in all areas for which results are to be monitored

Market Waco Internally and Externally

IX. SUBMISSION AND SELECTION PROCESS

The timeline below outlines the procedure in the selection of applicants to receive CHDO funds:

<u>Activity</u>	<u>Date of Completion</u>
‣ Issue RFP/Public Notice	February 15, 2016
‣ Submission Deadline	March 18, 2016
‣ Staff Review (may include site visits, meetings with proposers)	
‣ Housing Director review and approval of the staff recommendations/Assistant City Manager (ACM) Informed	

The original of the attached Proposal form, which contains the original signature(s), and two copies with the attachments must be mailed or delivered to reach the address below **on or before 5:00 p.m., Central Time, Friday, March 18, 2016.**

Proposals received after the deadline will not be considered.

City of Waco
Housing and Economic Development Services
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570

Staff may request additional information, make site visits, and invite the proposers to a meeting. Proposers will be notified of the City Council's decision.

Technical assistance may be requested by contacting City of Waco's Housing and Economic Development Department. Assistance should be requested prior to submission deadline allowing ample time to resolve technical issues and allow staff time to provide adequate assistance.

X. OTHER REQUIREMENTS FOR GRANTEES

- A. Contract** The grantees selected under this program shall sign a grant agreement with the City of Waco. Housing Department staff will work with the grantees on the details of the agreement, which are reviewed by the City's Legal Department.
- B. Compliance with Federal and City regulations** Grantees under this program shall conform with all Federal and City requirements, such as those pertaining to procurement, program and financial reporting, fair housing, wage rates, record keeping, and independent audit. The federal requirements are included in OMB circulars A-110, A-122, A-133 and 24 CFR part 92. The Housing Department will monitor and work with the CHDOs to insure compliance with these requirements. HUD may conduct its own review of selected CHDOs during its periodic review of the City. **Applicant will be responsible for proper use of HUD Funds-including Federal, State and Local regulations.**
- C. Start and completion of program/projects** **CHDO Program Fund Grantees must complete the CHDO project/activity within 24 months (9/30/18).** Otherwise, CHDO Program funds allocated to the grantee under this RFP are subject to revert to the City's CHDO Program Fund Account and grantees receiving CHDO Support Fund will not be considered for renewal of support funding in subsequent years.
- D. Financial System** A CHDO applying for CHDO Program Funds shall demonstrate adequate financial, accounting and reporting capability in place.
- E. Leveraging** A CHDO applying for CHDO Program Funds will be required to leverage all projects. Leveraging amounts will be considered in the funding recommendations.

F. Minimal Insurance Requirements The Subrecipient will provide continuous enforcement of adequate insurance issued by companies authorized to conduct business in the State of Texas covering all employees employed by the Subrecipient. The Subrecipient shall keep in full force and effect during the term of this agreement insurance in the following types and minimum amounts:

<u>TYPE</u>	<u>AMOUNTS</u>
1. * Workers' Compensation	Statutory
2. * Employer's Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following:	
a. Premises/operations	\$500,000 per occurrence;
*b. Independent contractors	\$1,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
c. Products/completed operations	
d. Personal Injury	
e. Contractual Liability	
f. Explosion, collapse, underground	
4. Business Automobile Liability	
a. Owned/leased vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
b. Non-owned vehicles	
c. Hired Vehicles	
5. Directors & Officers Liability	\$100,000 per occurrence; \$500,000 General Aggregate

* If applicable

XI. GENERAL INSTRUCTIONS

1. Your application must be received by the City of Waco on or before **5:00 p.m.**, Central Standard Time, **Friday, March 18, 2016**. *Applications received after this deadline will not be considered for funding.*
2. Please submit one *original* and two copies of the completed application to the:

City of Waco
Housing & Economic Development Services
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570

3. Answer all questions in the application clearly and concisely. If a section or form is not applicable, mark it "NA", or "NONE".

4. Respond to the questions directly on the application form attached. Please DO NOT submit attachments unless specifically required.

XII. ATTACHMENT CHECKLIST

In addition to the forms attached to the application form, please submit the following:

- _____ 1. A copy of the CHDO Certification letter from the City of Waco.
- _____ 2. A copy of the Board minutes or resolution authorizing the submission of this Application and the person to sign the contract for the Board.
- _____ 3. List of current Board members, their office addresses and daytime phone numbers. Document which Board members represent the low-income community.
- _____ 4. Organizational chart; show how volunteers relate to staff.
- _____ 5. Resume of staff/consultants directly involved in project implementation.
- _____ 6. Most recent audited financial statement. A newly formed organization may submit an internal financial statement from the date of operation to date.
- _____ 7. Names, addresses, and phone numbers of accountant and auditors.
- _____ 8. Letters of commitment from other funding sources.
- _____ 9. Letters of support from community organizations or service providers.
- _____ 10. A copy of the CHDO's latest strategic, development or business plan.
- _____ 11. Debarment/suspension Certification (Appendix D)
- _____ 12. CHDO Checklist (Appendix B)
- _____ 13. A narrative explaining how your project meets the City of Waco's highest funding priorities (also refer to page 6):
 - Public facilities and improvements
 - Public services including those that serve youth, homeless individuals or families, and provide employment training to the unemployed or underemployed
 - Construction of housing
 - Direct homeownership assistance
 - Rehabilitation of owner-occupied housing
 - Code Enforcement
- _____ 14. The **Prosper Waco** Assessment and evidence of written acceptance from Prosper Waco.

For Housing Program Fund Applications only (provide items below if applicable)

- _____ 15. Evidence of site control.
- _____ 16. Plans and specifications
- _____ 17. Written quotation from a qualified contractor or builder
- _____ 18. Letter of commitment for permanent financing
- _____ 19. For rental projects only:
 - _____ Management Plan
 - _____ Security Plan

**APPLICATION FOR
PY2016/2017 HOME CHDO
HOUSING PROGRAM AND SUPPORT FUNDS**

I. HOUSING PROGRAM FUNDS

APPLICANT INFORMATION:

Name of Organization:

Contact Person:

Address:

Telephone Number:

Fax Number:

DUN'S Number:

- A. Project Description, Problem Statement, and Program Goals:** Provide a brief description of the project and the specific problem your proposed project intends to address. Include in your description the following:
1. What is the magnitude of the problem?
 2. How will the activities affect or help the problem? You may refer to your strategic business or development plan.
 3. How this project avoids duplication of services by uniquely addressing the needs of the community in a way that is different from other similar projects or programs.
 4. How the project builds the financial, health and educational capacity of the homeowner or homebuyer.
 5. How the project promotes mixed income neighborhoods.
 6. To what extent the project compliments and enhances the existing neighborhood(s).
 7. To what extent the agency has been involved in successful collaborations.
 8. How your project meets the City Council's Strategic Intents including the "Improved Housing Options, Opportunities, and Conditions".
 9. The agency has to successfully complete the project no later than 9/30/2018.
 10. What is the total amount requested per unit or beneficiary?
 11. Are there unmet needs for this service?
 12. To what extent does the agency have the capacity to successfully complete this project?
 13. If reoccurring applicant, what has your track record been in the City?
 14. If in a revitalization area (CDBG), what other investments are there? (Parks, sidewalks, lighting, etc.)
 15. If in a high opportunity area (not CDBG-but in high performing schools) what other investments are there?
 16. Please provide the Prosper Waco Assessment and evidence of written acceptance from Prosper Waco staff.
 17. What are the results of previous monitoring?
 18. What is the project match or leveraged funds relative to amount requested?
 19. Number of year the agency has been doing this type of project and/or capacity to successfully complete this project.
 20. How will you track the outcomes of your program? What is the time frame for successful outcomes for the beneficiaries participating in the program?
 21. Does the agency combine preservation of housing stock and new construction?

B. Type and amount of assistance requested:

1. **Total Amount Requested: \$** **No. Of Housing Units:**
2. **Subsidized loan**—If requesting a subsidized loan, please complete the following:
- ◆ Loan Amount Requested: \$
 - ◆ Total Project Cost: \$
 - ◆ Rate of Interest
 - ◆ Terms: No. Of Years:
 - ◆ Subsidy per Housing Unit \$
3. **Grant** – If requesting a grant, please complete the following:
- ◆ Total Amount Requested: \$
 - ◆ Total Project Cost: \$
 - ◆ Subsidy per Housing Unit \$
4. **Other**, please specify and describe briefly use of CHDO funds requested:
- ◆ Total Amount Requested: \$
 - ◆ Total Project Cost: \$
 - ◆ Subsidy per Housing Unit \$

C. Project Readiness (Provide the below if applicable):

1. Attach evidence of site control:
 - ___ Title to property
 - ___ Option to buy
 - ___ Long-Term Lease
 - ___ Other, specify:
2. Plans and specifications
3. Written quotation from contractor or builder
4. Letter of commitment for permanent financing

D. Project location for each property:

1. Address (attach map showing location)
2. Legal Description:
3. Census Tract/Block No.:
4. If located in a priority area, indicate which priority area.

E. Project targeting: Fill out the form below. The Median Family Income (MFI). (Appendix A)

Housing Activities	Total # of Units (All funding sources)	For Households w/income 30% or less of AMFI # of Units	For Households w/income over 30% - 50% or less of AMFI # of Units	For Households w/income over 50% - 80% of AMFI # of Units	Special Needs (Indicate category) Number of Units E=Elderly H=Homeless M=Mentally Challenged P=Physically Challenged L=Large family (5+ family) O=Other

Rehab – Single Family (SF) Owner					
Rehab – SF Rental					
Rehab – Multi-family (MF) Rental					
New Construction – SF Owner					
New Construction – SF Rental					
New Construction – MF Rental					
Lease – Purchase					
Acquisition					
Other, specify					

F. Project Implementation: Please fill out the following form.

TASK	RESOURCE Staff, Non-profit Organization, For Profit Firm, Consultant, etc. State the name of the org. if known	PROJECTED START & COMPLETION DATES
Predevelopment		
Acquisition		
Construction		
Construction Management		
Interim Financing		
Permanent Financing		
Marketing		
Client Intake & Prequalification		
Tenant/Homebuyer Counseling		
Property Management (Rental)		
Other, specify		

G. Development budget: Fill out the following form:

USE OF FUNDS

SOURCE OF FUNDS

ITEMS	TOTAL COST \$	2016/2017 CHDO \$	OTHER SOURCES *	AMOUNT \$
PREDEVELOPMENT				
1. Market Study				
2. Site Control				
3. Architectural Feasibility				
4. Other _____				
Total Predevelopment Cost				
DEVELOPMENT				
5. Land Acquisition				
6. Building Acquisition				
7. Site Preparation				
Total Acquisition cost				
8. Materials				
9. Labor				
10. Contingency				
Total Construction/Rehab Cost				
11. Appraisal				
12. Architect & Engineer Fees				
13. Construction Mgt. Fees				
14. City Permits				
15. Insurance				
16. Construction Loan Interest				
17. Property Survey				
18. Legal Fees				
19. Real Estate Fees				
20. Utility Hook-Up Fees				
21. Title & Recording Fees				
22. Developers Fees				
TOTAL DEVELOPMENT COSTS				

* Name other funding sources and describe status in next section – H.

H. **Status of other funding sources:** Fill out the following form. Check appropriate column.

FUNDING	AMOUNT \$	POSTAL STAGE	APPLICATION SUBMITTED	APPROVED
Bank Loan, Name of Bank (s)				
Community Development Block Grant (CDBG)				
HOME (not CHDO Funds)				
Other Federal Funds, specify				
Foundation(s), name:				
Self-Support funds (e.g., fundraising)				
Emergency Shelter Grant				
In-kind contributions, source(s) * estimate \$ value				
Other, specify				

I. **Long-term retention:** Please check the box for the legally enforceable mechanism to be used and indicate the term of the retention during the period of affordability.

<u>Mechanism</u>	<u>Term</u>
<input type="checkbox"/> Deed Restrictions*	_____
<input type="checkbox"/> Land Covenants	_____
<input type="checkbox"/> Recorded Liens**	_____
<input type="checkbox"/> Other, Specify:	

* Actual Deed Restrictions placed on the property by the seller.

** Second Liens, with Deeds of Trust, are valid only if they are recorded.

J. **Community involvement:** Describe the extent and nature of participation, support, or commitment of the residents in the geographic target area or the special needs population to be served by the proposed CHDO project. Attach letters of support.

K. **Community stability:** Describe how the project preserves community stability by minimizing the displacement of households. If the project involves any displacement, please provide a summary of the plans to deal with the relocation or resettlement of displaced households. How will the cost of relocation or resettlement be funded? If there is no displacement, please state “no displacement” on the space below.

L. **Availability and proximity of services:** Identify the public services and facilities, such as schools, parks, public transportation, shopping, medical facilities, fire and police stations, community centers, etc., that are accessible to the project site or serve the area.

M. **Amenities:** Describe the amenities in housing unit on the project site for rental units such as open space, landscaping, common areas, etc.

- N. **Leveraging of funds:** Please explain.
- O. **Innovation:** Describe how the project involves a particularly new or unusual approach, either financial or non-financial, that holds promise for successfully meeting the needs of the targeted households.
- P. **Prosper Waco:** Describe how the project meets the Prosper Waco goals, metrics gathered, and frequency of data collected. Include copies of written acceptance from Prosper Waco.
- Q. **Applicant's track record and projections in providing housing:**

PRODUCTION HISTORY/FUTURE PLANS	TOTAL # OF UNITS	TOTAL # OF UNITS SOLD	REHAB SINGLE FAMILY	REHAB MULTI-FAMILY	NEW CONSTR. SINGLE FAMILY #	NEW CONSTR. MULTI-FAMILY #	OTHER, SPECIFY
# Units completed 2010/2011							
# Units completed 2011/2012							
# Units completed 2012/2013							
# Units under construction 2013/2014							
# Units committed, not under construction 2013/2014							
Planned Units Other than the CHDO Proposal:							
2014							
2016							
2017							
Total 3 Years							

SIGNATURE:

Name of person authorized to sign this Application*:

Signature: _____ Date: _____

*Attach the minutes of the Board meeting or letter authorizing submission of this application and the persons authorized to sign the application.

II.

SUPPORT FUND (Administration Fund)

APPLICANT INFORMATION:

Name of Organization:

Contact Person:

Address:

Telephone Number:

Fax Number:

DUN'S Number:

- A. **Problem Statement and Program Goals:** Provide a brief description of the specific problem your CHDO intends to address in developing a project proposal. What is the magnitude of the problem? How will your activities affect or help the problem? You may refer to your strategic or development plan.
- B. **CHDO Operating Budget for 2016/2017:** Fill out the attached CHDO Operating Budget form.
- C. **Budget Detail for 2016/2017: (Personnel Services that are proposed to be CHDO-funded).** Fill out the attached Budget Detail – Personnel Services form
- D. **Status of other funding sources:** Fill out the following form. Check appropriate column. Please attach firm letters of commitment or other written evidence of availability or support, in cash or in-kind.

FUNDING SOURCE	AMOUNT	PROPOSAL STAGE	APPLICATION SUBMITTED	APPROVED
Corporation, name	\$			
Foundations, name	\$			
Fundraising; other self-support	\$			
<u>Development Fees</u>	\$			
<u>Community Development Block Grant (CDBG)</u>	\$			
Other Federal Funds, Specify	\$			
Emergency Shelter Grant	\$			
<u>In-kind contributions, source(s)* estimate \$ value</u>	\$			
Other, specify	\$			

E. Applicant's track record and projections in providing housing:

PRODUCTION HISTORY/FUTURE PLANS	TOTAL # OF UNITS	TOTAL # OF UNITS SOLD	REHAB SINGLE FAMILY	REHAB MULTI-FAMILY	NEW CONSTR. SINGLE FAMILY #	NEW CONSTR. MULTI-FAMILY #	OTHER, SPECIFY
# Units completed PY2013/2014							
# Units completed PY2014/2015							
# Units completed PY2015/2016							
# Units under construction PY2015/2016							
# Units committed, not under construction PY2015/2016							
Planned Units Other than the CHDO Proposal:							
2016							
2017							
2018							
Total 3 Years							

SIGNATURE:

Name of person authorized to sign this Application*:

Signature: _____ Date: _____

*Attach the minutes of the Board meeting or letter authorizing submission of this application and the persons authorized to sign the application.

OPERATING BUDGET, Program Year 2016/2017

EXPENSE CATEGORY	TOTAL BUDGET*	CHDO BUDGET				
(1)	(2)	(3)	(4)**	(5)**	(6)**	(7)**
Personnel services						
Salaries						
FICA						
Life Insurance						
Health Insurance						
Unemployment – State						
Unemployment – Federal						
Workers' Compensation						
Retirement						
Supplies						
Office Supplies						
Postage						
Teaching Aids						
Office Furniture						
Other						
Contractual Services						
Telephone						
Electric						
Gas						
Water / Waste Disposal						
Rent						
Custodial Services						
Copier						
Other Equipment						
Printing						
Repairs						
Fidelity Bond						
Liability Insurance						
Legal & Accounting						
Private Auto Allowance						
Conferences & Seminars						
Other						
TOTAL						

* Should be the total of columns 3 to 7

** Indicate other funding sources in columns 4 to 7, e.g. foundations, corporations, fundraising, development fees, etc.

**BUDGET DETAIL (PERSONNEL SERVICES)
PROGRAM YEAR 2016/2017**

PERSONNEL SERVICES

Position / Title	Annual Salary	Fringe Benefits	Total Salary & Fringe Benefits	% of Time for CHDO Project Development	Total Amount from CHDO Support Fund
1.	\$	\$	\$		\$
2.	\$	\$	\$		\$
3.	\$	\$	\$		\$
4.	\$	\$	\$		\$
Total	\$	\$	\$		\$

Note: 2,080 hours annually comprise a full-time position.

APPENDICES

APPENDIX A



HUD Income Guidelines for Program Year 2015/2016*

Family Size	Low Income (80% of MFI)	Very Low Income (50% of MFI)	Very Very Low Income (30% of MFI)
8	\$54,600	\$34,150	\$20,500
7	\$51,300	\$32,100	\$19,250
6	\$48,000	\$30,000	\$18,000
5	\$44,700	\$27,950	\$16,750
4	\$41,350	\$25,850	\$15,500
3	\$37,250	\$23,300	\$13,950
2	\$33,100	\$20,700	\$12,400
1	\$28,950	\$18,100	\$10,850

*New Income Guidelines for 2016/2017 have not been released as of January 28, 2016.

APPENDIX B

CHDO CHECKLIST / CERTIFICATION FORM

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, §92.2 of the HOME Rule. The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CHDO. For monitoring purposes, PJs should be asked to maintain the completed checklist on file to document compliance with the regulations.

I. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:
_____ a Charter, OR
_____ Articles of Incorporation.

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
_____ a Charter, OR
_____ Articles of Incorporation.

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) (3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

_____ a 501(c) (3) or (4) Certificate from the IRS,
OR

Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by:

_____ a group exemption letter from the IRS that includes the CHDO.

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

_____ Charter,
_____ Articles of Incorporation,
_____ By-laws, OR
_____ Resolutions.

II. CAPACITY

A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by:

_____ a notarized statement by the president or chief financial officer of the organization;

_____ a certification from a Certified Public Accountant, OR

_____ a HUD approved audit summary.

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR

_____ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

C. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

_____ a statement that documents at least one year of experience in serving the community, OR

_____ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.

III. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected

representatives of low-income neighborhood organizations as evidenced by the organization's:

Appendix B
Page 3 of 4

- _____ By-Laws,
- _____ Charter, OR
- _____ Articles of Incorporation.

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:

- _____ the organization's By-laws,
- _____ Resolutions, OR
- _____ a written statement of operating procedures approved by the governing body.

C. A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ), as evidenced by the organization's:

- _____ By-laws,
- _____ Charter, OR
- _____ Articles of Incorporation.

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

- _____ By-laws,
- _____ Charter, OR
- _____ Articles of Incorporation.

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

_____ the organization's By-laws, OR

Appendix B
Page 4 of 4

_____ a Memorandum of Understanding (MOU).

B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:

(1) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

_____ in the for-profit organization's By-laws

AND;

(2) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:

_____ By-laws,
_____ Charter, OR
_____ Articles of Incorporation.

APPENDIX C



**Regulations Applicable to New Construction of Single Family Units for Homeownership
Assisted with HOME Funds**

1. Must meet the housing quality standards in 24CFR 982.401.
2. Must meet all applicable local codes, ordinances and zoning ordinances. (Sec. 92.251). Including the city's minimum property standards, which are standards in the International Property Maintenance Code.
3. Must meet the current edition of the Model Energy Code published by the Council of American Building Officials. (Sec. 92.251)
4. Must have prior environmental clearance by the City. (Sec.92.352)
5. Must conform with equal opportunity and fair housing provisions. (Sec. 92.350)
6. Homebuyers must have adjusted incomes at or below 80% of the area median income as established by the U.S. Department of Housing and Urban Development. (Sec. 92.203) Current income guidelines are attached.
7. The purchase price must not exceed 95% of the median purchase price for the type of single-family housing for the City of Waco as determined by HUD. The estimated appraised value shall not exceed this limit. (Sec. 92.254) The current mortgage limit established by HUD is \$200,160 for a family unit.
8. Must be used as the principal residence of the qualified homebuyer. (Sec. 92.252)
9. Is subject to recapture provisions as established by the City of Waco during the period of affordability as follows: (Sec. 92.254 and Sec. 92.258)
 - a. 5 years where the per unit amount of HOME funds provided is less than \$15,000;
 - b. 10 years where the per unit amount of HOME funds provided is \$15,000 to \$40,000;
 - c. 15 years where the per unit amount of HOME funds is more than \$40,000.

10. New construction is not an eligible activity with regard to a manufactured home. The reason for this is that a manufactured home is a unit constructed at the factory and transported to the site. Therefore, construction is an inapplicable activity in the context of manufactured units. A manufactured home differs from a modular home in that a manufactured unit is a complete package with its systems (for example, heating, electric and plumbing), and fixtures in place at time of delivery. Manufactured homes possess a permanent chassis (as defined at 24 CFR 3280.902(a), and must comply with the Manufactured Home Construction and Safety Standards (MHCHSS) in 24 CFR 3280 and the procedural and enforcement regulations of 24 CFR 3282. Modular homes do not possess a permanent chassis, and are often partially prefabricated at the factory with its systems added on site. Once assembled, the modular unit becomes permanently fixed to one site and must comply with applicable local building codes.

APPENDIX D



Housing and Economic Development Services

Post Office Box 2570
Waco, Texas 76702-2570
254 / 750-5656
Fax: 254 / 750-5604
www.waco-texas.com

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION**

Project Name: _____
Location: _____
Project #: _____

**TO: CITY OF WACO
HOUSING & COMMUNITY DEVELOPMENT SERVICES
P.O. BOX 2570
WACO, TX 76702-2570**

This certification is required or may be required by the regulations implementing Executive Order 12549. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). For further assistance in obtaining a copy of the regulations, contact the City of Waco General Services Department.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

(1) The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

(2) Where the prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company

Printed Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant (BIDDER/PROPOSER/ SUBRECIPIENT) is providing the certification.
2. The certifications in this clause are a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant (BIDDER/PROPOSER/ SUBRECIPIENT) knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) shall provide immediate written notice to the person to whom this bid/proposal is submitted if at any time the prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction, "without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

APPENDIX E

DRUG-FREE WORKPLACE ACT CERTIFICATION

1. Applicant certifies that it shall provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the company's policy of maintaining a drug-free workplace;
 - (3) any drug counseling, rehabilitation, and employee assistance programs that are available; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
 - (1) abide by the terms of the statement; and
 - (2) notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
 - (e) notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
 - (f) taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination; or
- (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Name:
Street Address:
City: Waco
County: McLennan
State: Texas
Zip Code:

SIGNED BY:

Printed Name and Title of Authorized Representative

Signature

Date

APPENDIX F

CITY OF WACO
RELIGIOUS ORGANIZATION CERTIFICATION

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program activities pursuant to the HOME Investment Partnerships Program (HOME), the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
 - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
 - b. It will not use HOME funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

Printed Name

Title of Authorized Representative

Signature

Date

APPENDIX G

CONFLICT OF INTEREST STATEMENT

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or subrecipients that are receiving HOME funds.

A. Are you a City of Waco employee? No Yes

B. Are you related to anyone at the City of Waco, a City Council member or someone who benefits from the program? No Yes

If so, please list below:

Name

Relationship

C. Do you do any business with any person or department with the City of Waco? No Yes

If so, please list below:

Name

Department

Printed Name

Title of Authorized Representative

Signature

Date

APPENDIX H



4901 Bosque Blvd., Suite 290
Waco, Texas 76710
Matthew Polk, PhD, MBA
Executive Director
(P): 254-741-0081
(E): matthew@prosperwaco.org

2020 Initiative Goals

Prosper Waco Mission

To build an environment in which all members of our Waco community are able to measurably improve their education, health, and financial security.

EDUCATION

OVERARCHING: The Greater Waco community will build an environment that promotes lifelong educational attainment for all residents beginning at birth. The successful outcome of our work will be a 15 percent increase in the number of area residents who complete a post-secondary degree or certificate that prepares them for a successful career and productive citizenship by 2020*.

GOAL 1: Kindergarten Readiness

- Increase the percentage of Kindergarten-ready students by 50 percent over the current baseline.

GOAL 2: Post-Secondary Success

- Double the percentage of economically-disadvantaged students who complete a workforce certificate or college degree.

HEALTH

OVERARCHING: McLennan County will reach the top quartile (60th or better) of Texas counties in Quality of Life, currently 187th, and Health Behaviors, currently 116th, in Robert Wood Johnson Foundation County Health Rankings by 2020.

GOAL 1: Access to Care

- Increase percentage of people covered by health insurance by 1 percent per year.
- Decrease percentage of people utilizing the ER as a source of primary care by 10 percent.

GOAL 2: Obesity

- Decrease the percentage of Waco-area adults and children considered overweight or obese by 5 percent.

GOAL 3: Women's Health

- Reduce disparities of poor birth outcomes+ by 50 percent.
- Increase percentage of women receiving annual preventative care by 10 percent.
- Reduce rate of teen pregnancy across all racial groups by 10 percent.

GOAL 4: Mental Health

- Decrease use of ER for mental health treatment by 25 percent.
- Improve "poor mental health days" component of RWJF rankings to Texas average.

FINANCIAL SECURITY

OVERARCHING: At least 55 percent of Waco residents will live with income above 200% of the federal poverty level^ by 2020.

GOAL 1: Employment

- Increase employment of Waco residents ages 16-24 by 900 individuals, thereby decreasing unemployment by 50 percent.

GOAL 2: Income

- Increase median income of full-time workers by 10 percent.
- Increase median household income for all Waco residents by 10 percent.
- Decrease the number of Waco-area residents with incomes below 50 percent of the Federal Poverty Level by 10 percent.

GOAL 3: Wealth

- Reduce the percentage of Waco-area households living below the liquid asset poverty rate to the Texas average (~50 percent).
- More than 50 percent of Waco households will have a net worth above \$15,000.

*: Measured by assessment adopted by local ISDs

+: Pre-term deliveries and low birth weight

^: \$48,500 for a family of 4

Financial Security

Employment: Increase employment of Waco residents ages 16-24 by 900 individuals, thereby decreasing unemployment by 50 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> • How many people aged 16-24 started your program? • How many program participants were employed or enrolled in school at the beginning of the program? • What were the wages of the employed individuals at the beginning of the program? • How many people completed the program? How many certificates were awarded through the program? 	<ul style="list-style-type: none"> • How many individuals secured jobs after completing your program? • What were the wages of the individuals who secured jobs? • How many individuals were employed at 6mos? 12mos? 24 mos? • How many individuals entered or re-entered a post-secondary degree or workforce certificate program after completing your program?

Income: Increase median income of full-time workers by 10 percent; Decrease the number of Waco-area residents with incomes below 50 percent of the Federal Poverty Level by 10 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> • How many people with incomes at or below 50% of the FPL started your program? • What were the wages for each person who started the program? • How many people completed the program? • How many certificates were awarded? What other documentation of increased job skills did participants earn? 	<ul style="list-style-type: none"> • How many of the program participants held employment after completing the program? • How many participants earned a new job at a higher salary after completing the program? • What were the wages of each person 6 months after completing the program? At 12 mos? At 24 mos?

Wealth: Reduce the percentage of Waco-area households living below the liquid asset poverty rate to the Texas average (~50 percent); More than 50 percent of Waco households will have a net worth above \$15,000	
Outputs	Outcomes
<ul style="list-style-type: none"> • How many people started/completed your program? • How many people were provided education related to savings and/or asset building? • How many people accessed banking services (checking/savings account) and/or reduced their dependence on predatory loans? 	<ul style="list-style-type: none"> • How many increased their savings after completing the program? • How many people increased their net worth after completing the program? For those who purchased homes, what is the projected impact on the net worth of homeownership? • What is the savings amount and net worth of program participants after one year?



Assessment for Alignment of Program Data with Prosper Waco Goals

This form will allow service organizations, City of Waco staff, and Prosper Waco staff to assess the degree to which data from various programs reflect each program’s contribution toward the goals established by the Prosper Waco steering committees. See the attached summary of the measurable goals included within the Prosper Waco initiative. Also see the attached document of the questions that program providers can ask to generate data that reflects the program outputs and outcomes that are aligned with the Prosper Waco goals.

Outputs: work done by the program (e.g., # of people served, # of services performed, etc.)

Outcomes: measurable changes in the lives of program participants (e.g., # of participants obtaining jobs, participants’ post-program income level, # of participants securing health coverage, etc.)

Name of Organization:

Name of Program:

Prosper Waco goal(s) to which program is aligned:

Outputs that program is currently reporting to City: (see attached document for examples)

–include either types of outputs (e.g., number of people served) or actual data

1)

2)

3)

4)

9) To what extent does the project complement and enhance the existing neighborhood(s)?

(P15-A6) (7 pts)

- Comments: _____

10) To what extent has the agency been involved in successful collaborations? (P15-A7) (7 pts)

- Comments: _____

11) Will the project be funded, completed and sold by 9/30/2017? (P15-A9) (6 pts)

- Comments: _____

12) If reoccurring applicant, what has your track record been in the City? (P15-A13) (4 pts)

- Comments: _____

13) If in a revitalization area (CDBG), what other investments are there? (Parks, sidewalks, lighting, etc.) (P15-A14) (8 pts)

- Comments: _____

14) If in a high opportunity area (not CDBG-but in high performing schools) What other investments are there? (P15-A15) (8 pts)

- Comments: _____

15) Please provide the Prosper Waco Assessment and evidence of written acceptance from Prosper Waco staff. (P15—A16) (10 pts)

- Comments: _____

