

2013 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Instructions

**Housing Rehabilitation Program –
(1 – 4 Units) (HR)**

Maximum Award: \$600,000

**As part of a Combo Program:
Up to \$1,000,000 for (HR) +
(HA) Combo Program**

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Each activity section begins with an activity-specific Table of Contents, which:

- Must be completed and submitted as the first page of the activity-specific forms and documentation.
- Provides the order in which each activity section must be organized and submitted.
- Provides a checklist to ensure that all required activity-specific documentation is included in the application.
- Enter the Applicant name in the space provided and use the drop down menus or space provided to indicate documentation and the corresponding pages in the application.

>>Refer to **NOFA** for additional information on **Eligible Activities and Needs Scoring**<<

Failure to complete all sections may cause that section not to be reviewed.

A. Activity Information:

1. **Is this Activity being Submitted Under the Community Development Allocation, the Native American Allocation or the Colonia Allocation?** (Check only one box per set of activity application forms.) If you are applying for this activity under more than one allocation, then you must fill out a separate set of activity application forms for each allocation being applied for. (For example: One complete set for Community Development and one complete set for Native American if both are being applied for.)
2. **Is this activity a component of a housing combination (Housing Combo) program?** Refer to the NOFA for an explanation of the Housing Combo program.
3. **What type of Housing Rehabilitation (HR) Activity is being proposed?** Check the type of activity that is being proposed. For more in-depth descriptions of eligible activities, please refer to the information provided by HUD at: [HUD Guide to Eligible Activities](#).

Note: Acquisition of a 1-4 Unit is not eligible under HR Programs. They must be done under HR Projects, even if the structure has less than 5 units.

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4. **Description of Activity:** Provide a brief narrative description of the proposed activity. The narrative should include specific information on who, what, when, where and how.

B. Need for Activity:

The need for HR Assistance is primarily based on data that can be verified through Census information, found in **Appendix P**.

1. **Overcrowding:** The Census defines an overcrowded housing unit as one occupied by 1.01 persons or more per room (excluding bathrooms and kitchens). Applicants must use 2010 Census data provided in **Appendix P** for this number. The total includes owner-occupied units **and** renter-occupied units. Proposed single-family rehabilitation programs and MFH projects must use jurisdiction-wide data.
2. **Age of Housing Stock:** This data indicates the total percentage of the Jurisdiction's housing stock that was built pre-1970. The total includes owner-occupied units **and** renter-occupied units. The information in **Appendix P** is based on the 2010 Census. Proposed single family rehab programs and multi-family housing projects must use jurisdiction-wide data.

C. Benefit:

1. **Service Area:** HR Programs are 100% income-qualified, and therefore will be scored using Jurisdiction-wide data.
2. **Beneficiaries:** All HR Program Activities must benefit 100 percent Low Income households. Of the proposed number of units to be assisted, indicate the number of owner- or renter-occupied units broken down by Low/Mod, Very Low Income and Extremely Low Income.
3. **Estimated Number of Loans and Grants:** Indicate the proposed number of loans and the proposed number of grants the jurisdiction anticipates for this activity.

D. Readiness:

An Applicant can demonstrate an increased level of capacity by completing and documenting actions that make the proposed Project or Program more ready to proceed. Readiness must be directly related to a specific activity. Submit documentation for items 2 and 3. ***Be sure to fill in the corresponding page numbers in the Table of Contents at the top of the application package.***

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1. **Activity Specific Operator Experience (No Documentation Required):**
The Department will review the Applicant's Program Income Reports and Grant Files for scoring as noted on the score sheet and below:
 - a) Continuation of existing Program active during the last fiscal year.
 - b) Active in last 4 years, but not the last 12 months.
 - c) No active Housing Program.

2. **HR Program Guidelines:** Submit documentation confirming the guidelines have been approved by HCD (Department Approval Letter) and formally adopted by the Jurisdiction's governing body.

Further, should the jurisdiction choose to include tenant-occupied HR in their program, the guidelines **must** separate out the rules for tenant-occupied units (also called owner-investor) and owner-occupied units.

3. **Waiting List of Pre-Screened Applicants:** Submit up to 5 most recent signed, pre-screen applications with the Social Security Numbers redacted. Do not submit Pre-Qualified Applicants, only pre-screened.