

City of Mansfield
HOME Application Packet for the Annual Action Plan
July 1, 2023 – June 30, 2024
(Year 5 of the 2019 – 2023 Consolidated Plan)

Introduction

The City of Mansfield receives federal grants from the United States Department of Housing and Urban Development (HUD) in the form of HOME funds. To qualify for such grants, the Mansfield community develops and submits a Consolidated Plan which identifies the housing and community development needs of its low – to – moderate income residents over a five-year period. July 1, 2022 begins year 4 of the 2019 – 2023 Consolidated Plan, approved by the United States Department of Housing and Urban Development in June of 2019. The Consolidated Plan outlines strategies to achieve decent housing, a suitable living environment, and expand opportunities principally for the benefit of low and moderate income persons in Mansfield. The Consolidated Plan is updated every year through an Annual Action Plan, detailing the activities to be undertaken and resources to be used to achieve the goals and objectives of the 5-year plan. Progress towards achieving the goals is reported in the CAPER (Consolidated Annual Performance Evaluation Report) which is prepared at the end of the program year.

The Department of Community Development is in the process of preparing the Action Plan for the program year 2023.

Action Plan for Program year 2023

Between now and May 2023, The Permitting and Development Division will be coordinating the preparations of Mansfield’s Annual Action Plan for program year July 1, 2023 through June 30, 2024. A series of public meetings to solicit, review, and approve projects have been scheduled for this purpose.

The Department of Housing and Urban Development emphasizes the following principles in project identification and reporting:

Responsiveness: of projects and policies as well as implementation strategies in addressing the development challenges of the city and aspirations of its citizens;

Accuracy: in generating and supplying required data on production, beneficiaries, and project implementation issues;

Accountability: i.e., as project implementers, your department or agency will be responsible in seeing through the implementation and completion of your project as proposed in the Action Plan; and, be responsible of project outcomes explaining why targets were not achieved;

Transparency: i.e., whatever you intend to do must be spelled out in the Action Pan and reported in the CAPER.

Resources

The Department of Housing and Urban Development has not released its allocations for 2023. The Community Development Department estimates allocations for 2023 to be:

HOME funds: \$275,000 / CDBG funds: \$850,000

Prior Years Funding CDBG- \$27,373.77 / RLF- \$144,320.45 / HOME- \$250,000.00

Timetable Annual Action Plan Year 2023
Community Development Block Grant Annual CDBG/HOME Planning Activities

**COMMUNITY DEVELOPMENT
 ANNUAL ACTION PLAN 2023 CDBG/HOME PLANNING ACTIVITIES**

January 3	Tuesday		News Release: Application Available/ Public informed concerning Annual CDBG PY 2023 Planning Process
January 5	Thursday	2PM-3PM	Public Meeting- Council Chambers
January 17	Tuesday	5PM-6PM	Public Meeting Main Library- 43 W. Third
FEBRUARY 10	FRIDAY	4:00 P.M.	PROPOSAL DEADLINE (Permitting and Development Division 3rd Floor)
February 21	Tuesday	6:30 P.M.	PUBLIC HEARING – Annual Plan / FY 2023 - Open to all applicants to discuss their proposal request(s)
March 6	Monday		Initial draft of recommended PY 2023 activities is made Public and sent to Public Affairs Committee of City Council for review
March 21	Tuesday	6:30 P.M.	CITY COUNCIL PUBLIC AFFAIRS COMMITTEE meets to review the recommendations of Annual Action Plan PY '23
April 4	Tuesday	7:00 P.M.	CITY COUNCIL to vote on PY 2023 Action Plan
April 7	Friday		Approved Action Plan published in MNJ for 30 day comment period
May 15	Monday		Annual Action Plan Due to HUD
July 1			City of Mansfield Community Development New Program Year

***** All City Council hearings and meeting times are approximate and subject to change prior to the scheduled date*****

Considerations in Project Eligibility

The Department of Housing and Urban Development requires that proposed projects and policy statements are:

- Supportive of the Needs and Strategies of the current Consolidated Plan (Attachment A)
 - Eligible based on HUD's eligibility lists (Attachment B)
- Implemented within the declared CDBG-eligible area, unless projects intend to benefit specific clientele (e.g., handicap, seniors, mentally disabled, and/or low to moderate income housing)

PLEASE REVIEW THE FOLLOWING FOR APPLICABILITY

- Proposed construction projects under HOME which exceed \$200,000 in HOME funding must meet Davis-Bacon requirements. <https://ci.mansfield.oh.us/wp-content/uploads/2021/03/Davis-Bacon-Manual-2021-Final-Copy.pdf>
- Proposed construction projects utilizing more than \$200,000 of federal funding on a single site must meet Section 3 requirements https://ci.mansfield.oh.us/wp-content/uploads/2021/11/Section_3_Policy.pdf

Project Preparation

DEADLINE FOR PROPOSALS: The City of Mansfield, Permitting and Development Division 30 North Diamond Street, 3rd Floor, Mansfield, OH will accept CDBG and HOME eligible project proposals through 4PM on Friday, February 10, 2023. Proposals can be emailed to aackerman@ci.mansfield.oh.us with HOME APPLICATION as the subject line (emailed submissions must show received on the City of Mansfield's email server before the deadline to be accepted) or dropped off before the deadline outlined above.

The Department of Housing and Urban Development requires that all project outcomes conform to the goals set in the current Consolidated Plan and are subject to performance evaluation. Project outputs are measured against planned goals and specific measurable objectives. Proponents must state their projects in specific measurable terms so that these can be compared with the required outcomes in the CAPER report at the end of the program year. Refer to "Attachment A" for the list of goals and strategies under the 2019 – 2023 Consolidated Plan.

All projects are evaluated and allocated by the Mansfield City Council after public input. Attachment "B" is a representation of Mansfield's previous HOME projects. PLEASE NOTE: what project categories (Column 1 of attachment "B") are eligible under HUD criteria (in Title 24 – CFR 570 Subpart C (IDIS Matrix Codes) and are consistent with the City of Mansfield's 2019 – 2023 Consolidated Objectives (Attachment "A"). Also note the required data on project outcomes and benefit to CDBG eligible areas and persons.

*******Important when preparing your project proposals*******

The Department of Housing and Urban Development requires specific data for your proposal. Your proposal must include this data for funding consideration. Attachment “F” is the Project Proposal/Application Form and Attachment “G” is the Scope of Work. Use these form(s) when proposing for activities for HOME funding, **paying attention to supplying the information required in the Scope of Work**

Project Feasibility

Submissions will be reviewed by The Permitting and Development Division for eligibility, relevance to the Consolidated Plan and budget feasibility, work plan, organizational capacity, and project sustainability.

Reporting Requirements

Project implementers are **required** to provide quarterly reports to the Permitting and Development Division (forms to complete this requirement will be supplied at a later date). These quarterly reports will be due on approximately the following dates: Quarter 1- October 15, 2022; Quarter 2- January 15, 2023; Quarter 3- April 15, 2023; and Quarter 4- July 15, 2023. Reports will include your allocation, expenditure and remaining balance. It will also include your project’s annual target accomplishment, accomplishment to date, as well as a narrative on implementation matters.

The narrative in your last quarterly report should indicate, as well, the reasons why your targets were surpassed or not achieved. Likewise, it may include suggestions on how to improve project implementation.

Your fourth quarter/annual report will form part of the CAPER (Consolidated Annual Performance Evaluation Report). The CAPER is a detailed report on HOME activities that the City of Mansfield submits to The Department of Housing and Urban Development every year. Preparation of the CAPER usually begins the 1st week of July. The CAPER is then submitted to HUD in late September. **Failure to submit quarterly reports may result in termination of funding.**

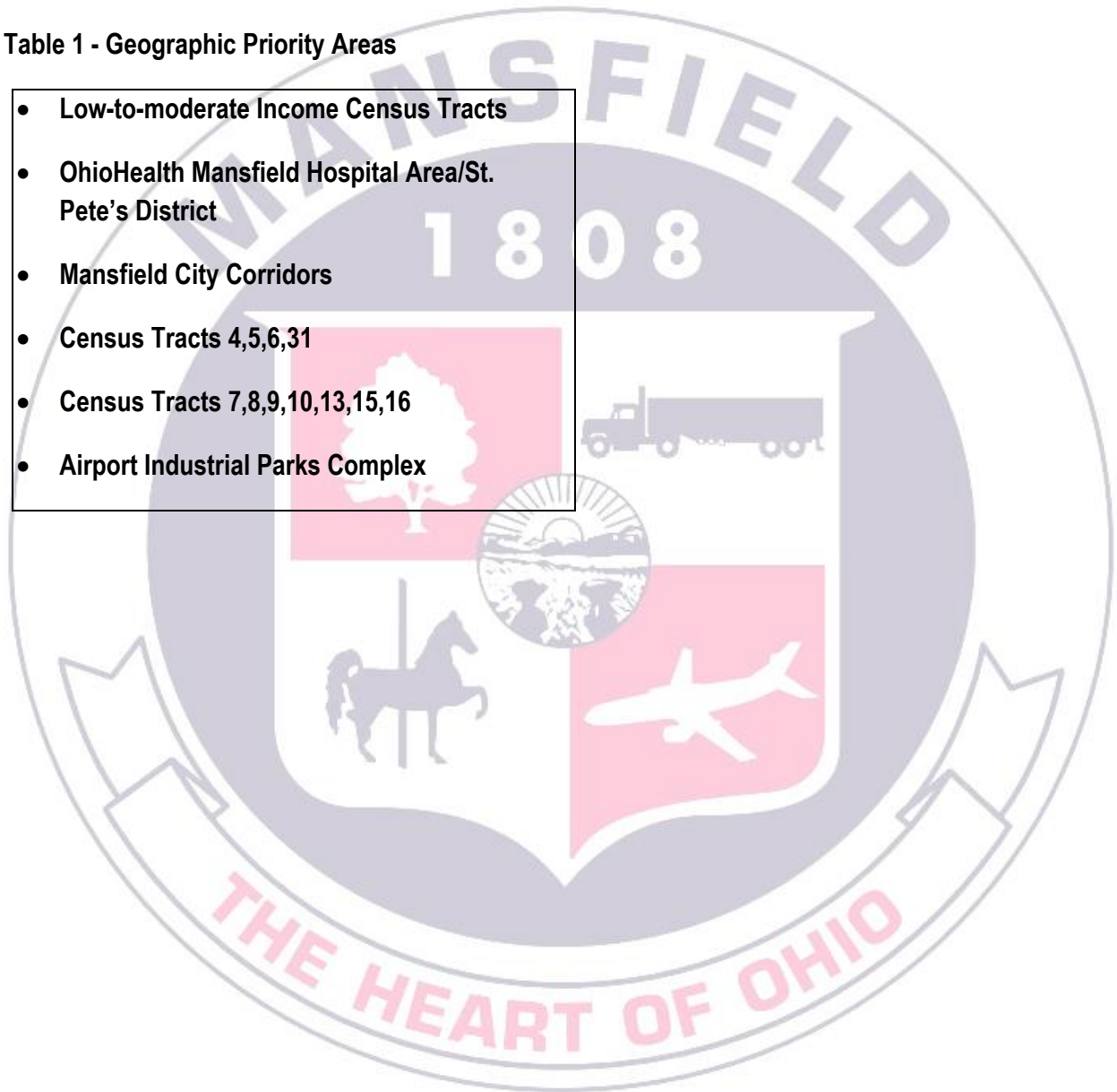
ATTACHMENT A

SP-10 Geographic Priorities – 91.215 (a) (1)

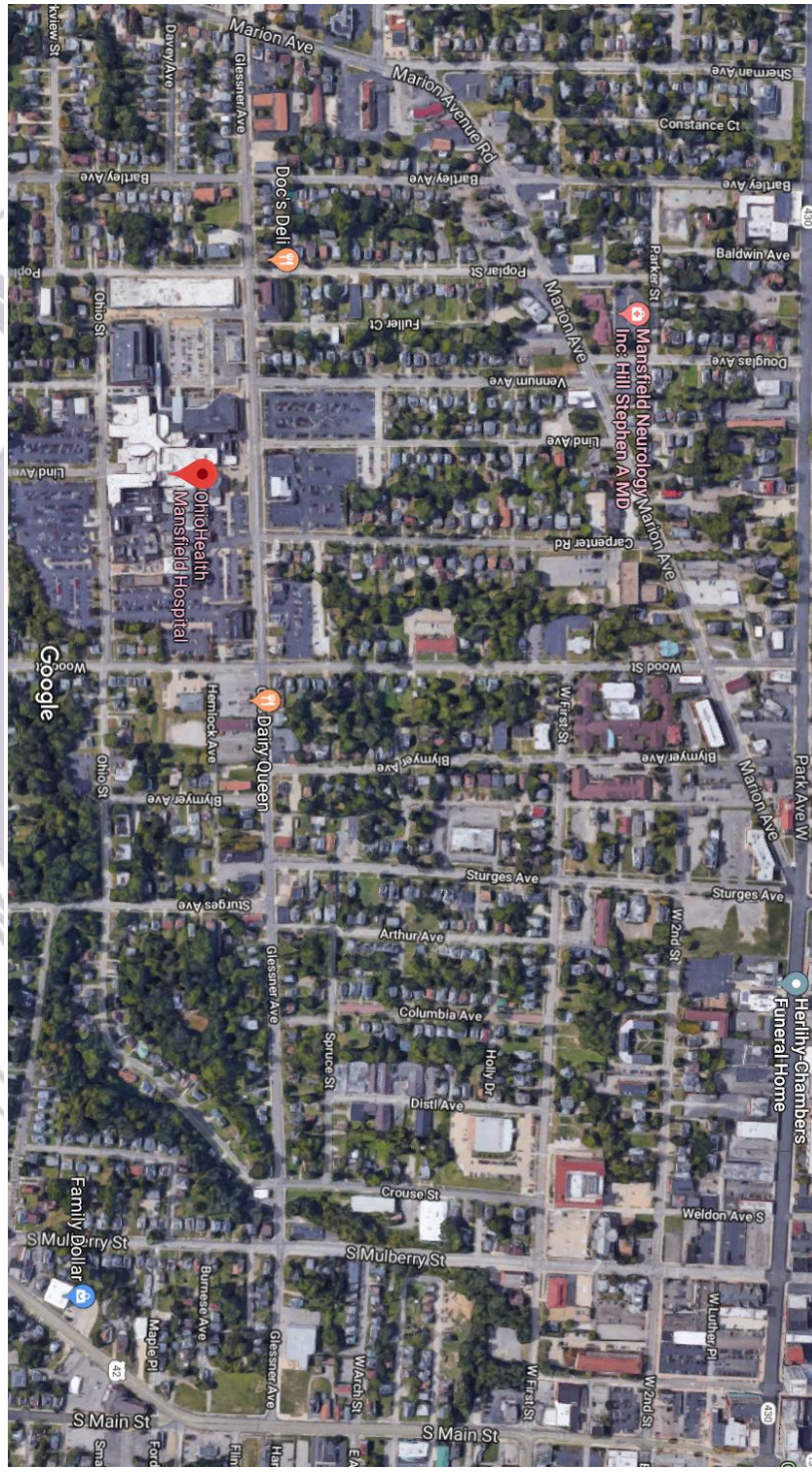
Full text and descriptions of SP-10 can be found here: <http://ci.mansfield.oh.us/pdf/Con-Plan-2019.pdf>

Table 1 - Geographic Priority Areas

- Low-to-moderate Income Census Tracts
- OhioHealth Mansfield Hospital Area/St. Pete's District
- Mansfield City Corridors
- Census Tracts 4,5,6,31
- Census Tracts 7,8,9,10,13,15,16
- Airport Industrial Parks Complex



Maps for 2019-2023 Neighborhood Target Area
Ohio Health Mansfield Hospital Area/St. Pete's District



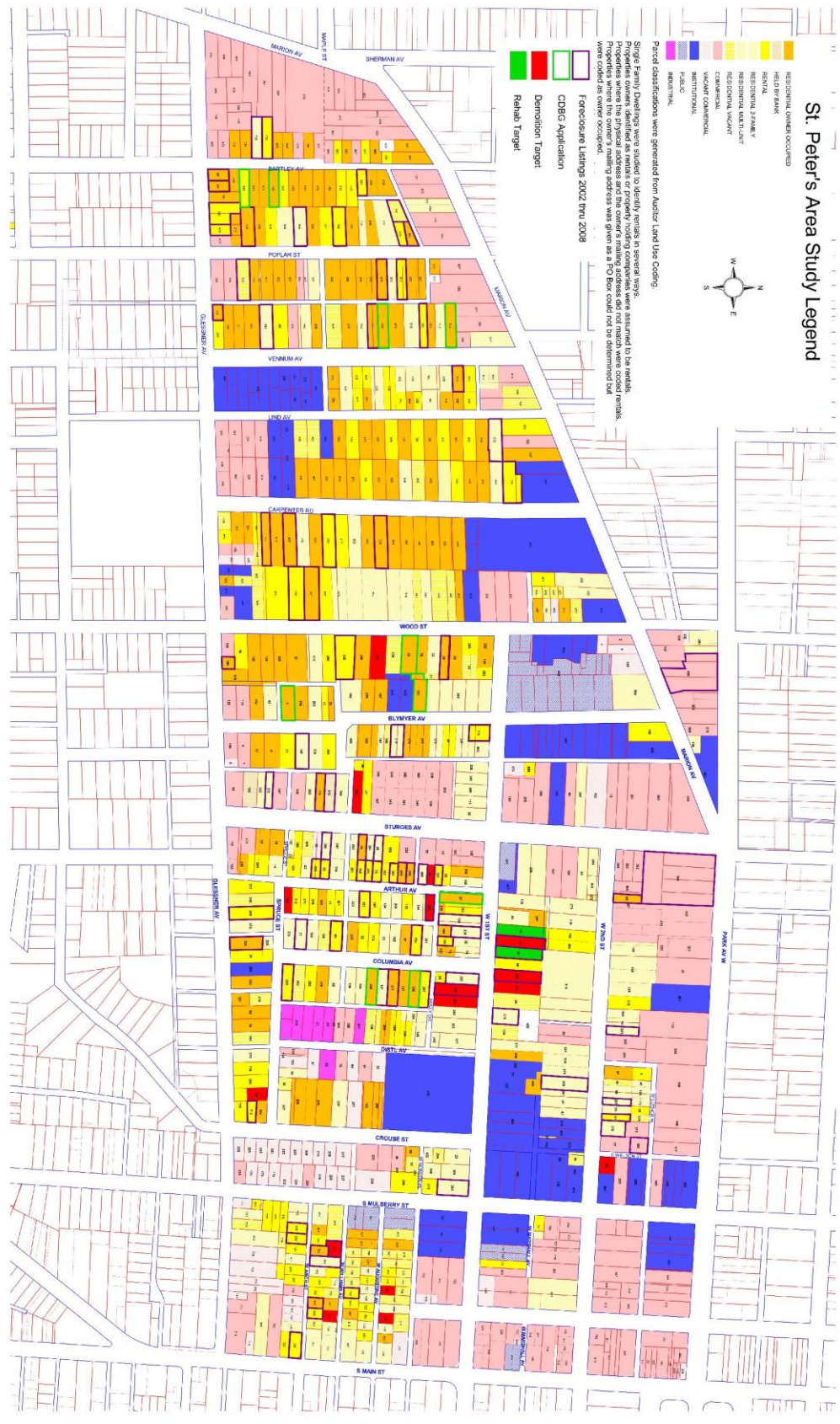
St. Peter's Area Study Legend



- RESIDENTIAL UNDEVELOPED
- HELD BY BANK
- RESIDENTIAL
- RESIDENTIAL 2/FAMILY
- RESIDENTIAL MULTIFAMILY
- RESIDENTIAL MEDIUM
- VACANT COMMERCIAL
- INSTITUTIONAL
- PUBLIC
- INDUSTRIAL

Parcel classifications were generated from Auditor Land Use Coding. Single Family Dwellings were studied to identify rentals in general neighborhood. Properties where the physical address and the owner's mailing address did not match were coded as rentals. Properties where the physical address and the owner's mailing address was given as a "D Box" could not be determined but were coded as owner occupied.

- Foreclosure Listings 2002 thru 2008
- CPBG Application
- Demolition Target
- Rehab Target



General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

These needs were identified through a number of resources:

Consolidated Plan MANSFIELD 184 OMB Control No: 2506-0117 (exp. 06/30/2018)

First, the Needs Assessment and Market Analysis sections of this Consolidated Plan provided much data for distinguishing areas of need and understanding their issues and potential for improvement. Through research efforts, data through the U.S. Census and through the ACS help us understand different levels of need and conditions within Mansfield's census tracts. The City's CRA study and maps as well as the Census 2020 will have new data that the City would also like to consider under the 2019-2023 Consolidated Plan.

Second, a number of public meetings were held in various locations, surveys were taken of citizens, agencies were consulted, and various other efforts were made to reach out to the community as described in PR-10 and PR-15. From these efforts a number of needs were identified, and will continue to be identified. The data from these public meetings, surveys, and consultations are located in Tables 12A and Table 25D. The public Services needs identified are summarized in Table 25D.

In addition, a number of other planning and performance evaluation documents were reviewed. Of particular value were three planning documents. The first was Mansfield Rising, which is a downtown investment plan done in 2018. The second is the North End Community Economic Development Plan. The third is the City's 2015 Historic Preservation Plan. These three plans do much to identify current needs within the City, and to lay out a road map for the future. During 2022 a new multi-faceted housing study will be underway to guide future plans.

SP-25 Priority Needs - 91.215(a) (2) (Consolidated Plan 2019-2023)

Full text and descriptions of SP-25 can be found here: <http://ci.mansfield.oh.us/pdf/Con-Plan-2019.pdf>

Priority Needs

1. Housing and Homelessness
2. Public Services
3. Public Improvements
4. Neighborhood Facilities
5. Economic Opportunities
6. St. Pete's & OhioHealth Hospital District
7. Targeted Neighborhood Improvements
8. Mansfield City Corridors
9. Planning
10. Grant Writing

Narrative

The priority goals and strategies identified in the City's 2019-2023 Strategic Plan are based on the needs identified in the Needs Assessment and Market Analysis sections of the Consolidated Plan. Those sections include analysis of Census data that was refined with local statistics and community input through agency consultations and citizen participation. The strategies are intended to address the needs of the community by supporting efforts to create and retain affordable housing opportunities, remove blight within low income neighborhoods, provide needed services and assistance to low income persons and expand economic opportunities.

Many program activities identified in the five-year Consolidated Plan period will address more than one of these needs. In addition, three local development reports reference community needs: *Mansfield Rising*; *North End Community Improvement Collaborative Economic Development Plan*; and the *City's Historic Preservation Plan 2015*. All of these documents identify needs that can be addressed with CDBG and HOME funding and can be taken into consideration.

From the research completed through the ACS, area reports, and the efforts made through the citizen participation process, a number of needs were identified.

The data from this research, public meetings, surveys, and consultations are described specifically and located in the Needs and Market Analysis sections of the Plan, along with Narratives 25A and 25B; Tables 12A and the pages of tables in Tables 25D; the Priority Needs section in the Strategic Plan; and the Strategic Goals section of the Strategic Plan, and may include any eligible activity within HUD's IDIS matrix codes over the course of the Plan.

Comments about specific locations, properties, parks, land, etc., from public input are integrated into the Plan under general themes or they are listed specifically. The online and paper survey results are located on file in the community development office and can be taken into consideration as well.

ATTACHMENT B

Matrix Code, Measurable Targets, By Project Category

For your reference below is a list of projects being used as an *example*. For a complete list of all eligible activities and Matrix Code(s) please see IDIS Matrix Code(s) at

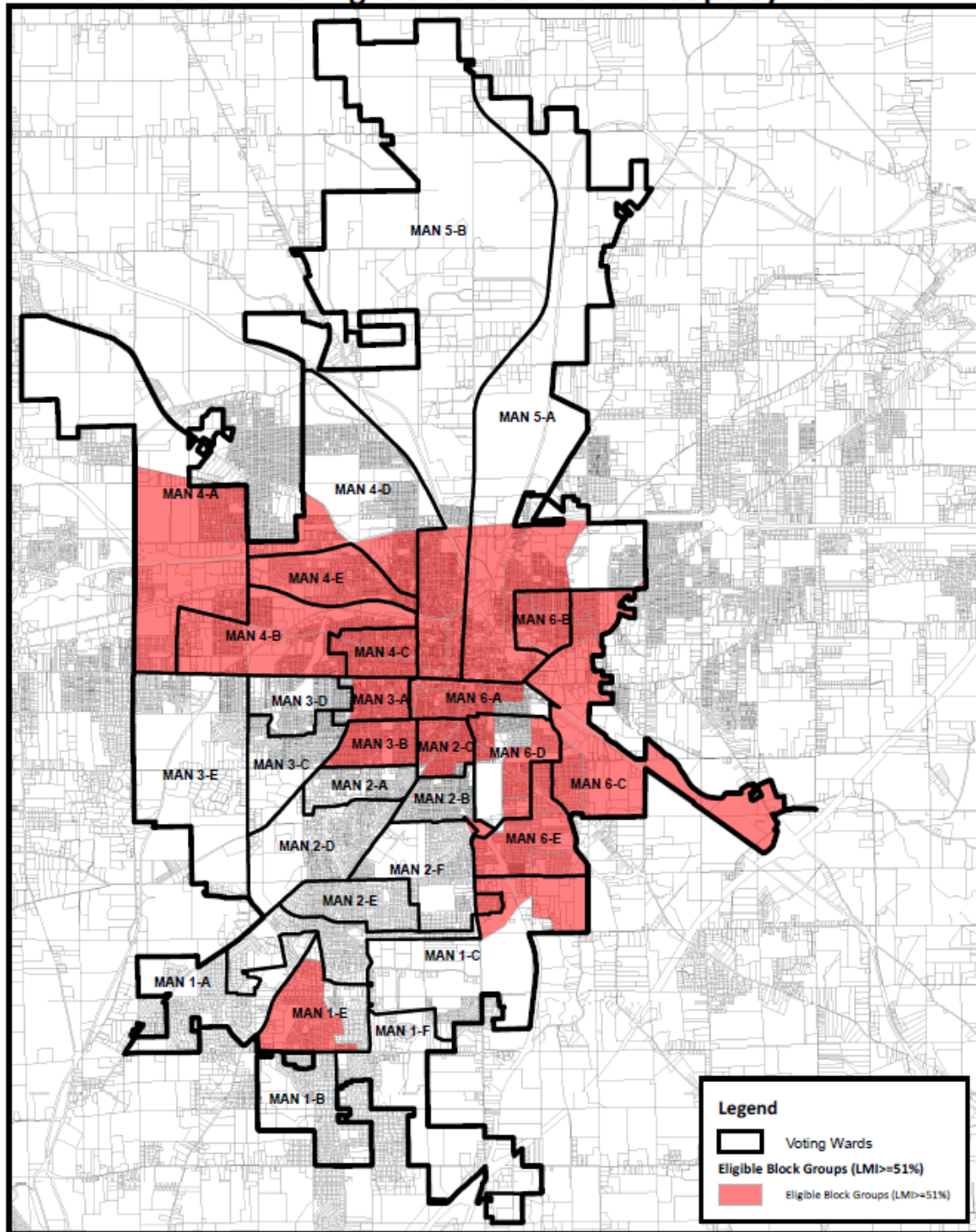
<https://www.hudexchange.info/resources/documents/Matrix-Code-National-Objective-Table.pdf>

(Previous Consolidated Plan 2014-2018)

Project Category	Matrix Code	Eligibility Type	Eligible Location	Type of Improvement or Program	Target Measurable Units of Project	Number of beneficiaries and Other Outputs
Youth Centers	03D	Public Facilities	Venue or Program CDBG Area	Youth Reading Program	Total number of classes / sessions held	# of persons benefited
Transportation Activity	05E	Public Services	City Wide	Transit Dial A Ride	Ridership statistics	# of persons benefited
Neighborhood Facilities	03E	Public Services	CDBG Areas	Garden Program	# of Community Gardens	# of persons benefited
General Program Administration	21A	Overall Program Administration	City-Wide	Salaries, wages and related costs of grantee	n/a	n/a
Emergency Repair	14A	Housing	CDBG Ward Area	Emergency repair	# of housing units	# of housing units # of persons benefited
Fair Housing	21D	General Program Administration	City-Wide	Educational and Investigative	# housing units	# of housing units # of persons benefited
Demolition	04	Clearance/blight	CDBG Area(s)	Demolition of Vacant Structures	Number of units	Number of Units
Public Facility & Improvements	03	Public Services	Slum Blight Area	Renovation, Repair and Renewal	Total number of Improvements. Description of Improvements	Census Tract Data

MAP

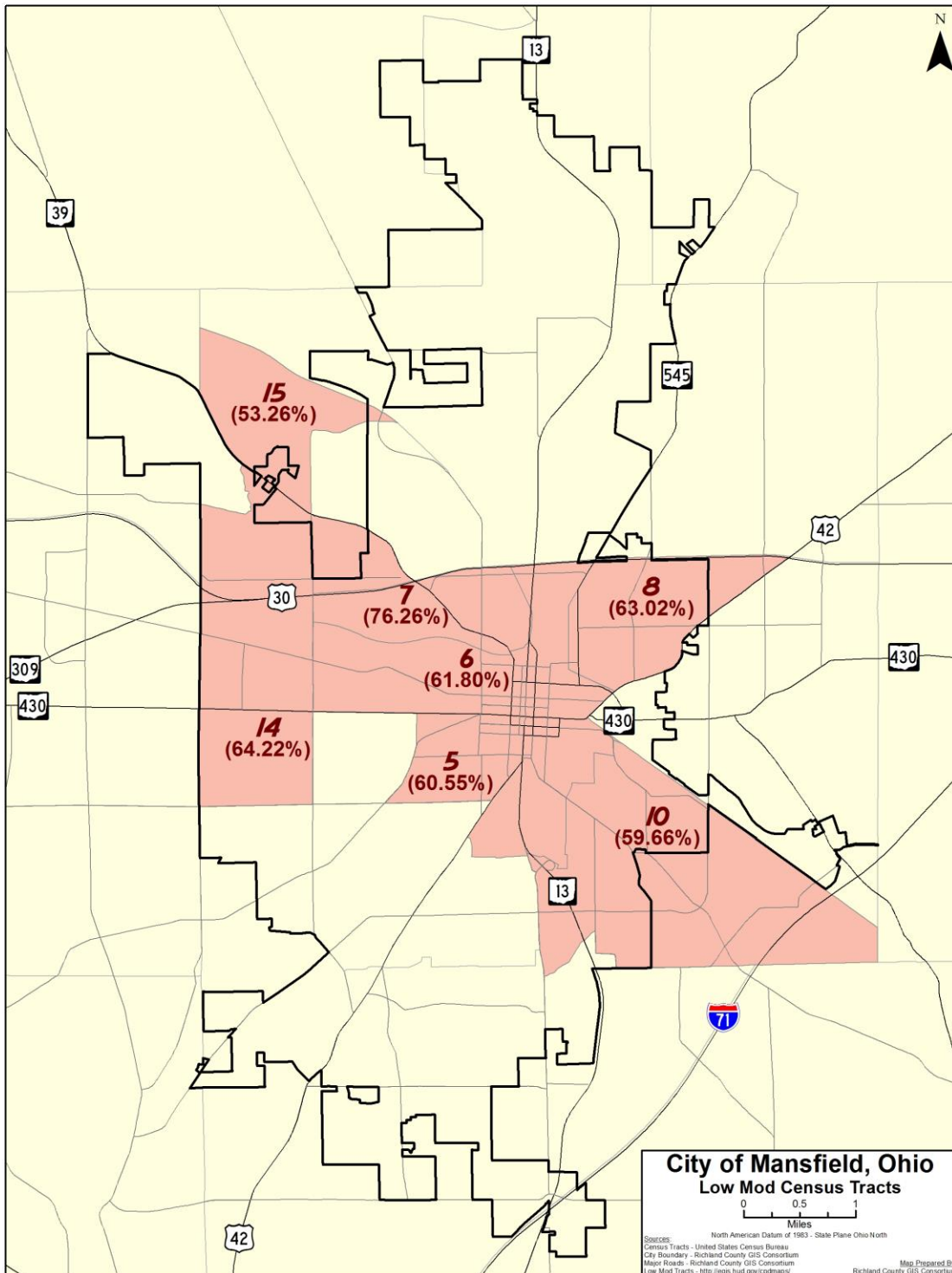
Mansfield CDBG Eligible Census Block Groups by Wards



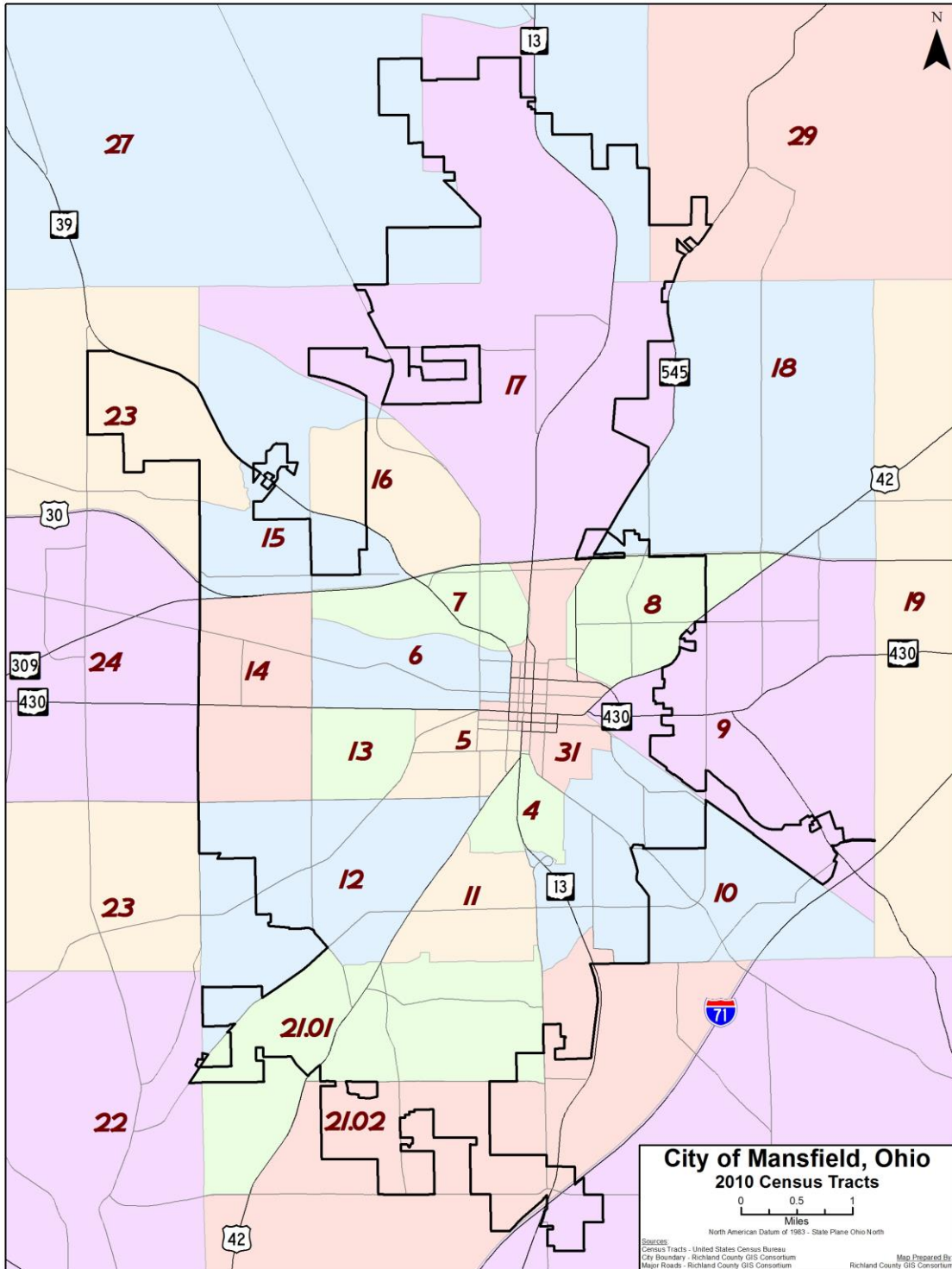
Date: 1/6/2017

Prepared by RCRPC

ATTACHMENT D



ATTACHMENT E



CITY OF MANSFIELD
HOME APPLICATION

Applications for HOME eligible programs may be delivered via email to aackerman@ci.mansfield.oh.us with HOME APPLICATION as the subject line (emailed submissions will use the time received on the City of Mansfield's server) or hard copy delivered to the Permitting and Development Division 30 North Diamond Street, 3rd Floor, Mansfield, OH 44902. Applications will be accepted on a first-come, first-served basis. Applications will be accepted until all funding has been awarded.

NOTE: Each proposed HOME project requires separate applications outlining specific addresses for the project location. Applicants may only be awarded one initial project until it is determined the applicant can meet all local, state, and federal requirements in a timely manner for projects moving forward. Multiple projects may be awarded after that time if it is determined the owner/developer has the capacity to manage multiple projects.

ATTACHMENT F

Application

Name of Organization	
Full Address	
Mailing Address (if applicable)	
Federal Tax I.D. Number	
Provide the DUNS number identifying your organization	
Type of Entity (Fill in Circle)	<input type="radio"/> Government <input type="radio"/> For Profit <input type="radio"/> Non-Profit
Provide the date of incorporation of your organization	
Telephone	
Email address	
Contact Person and Title	
Full Address	
Telephone	
Email Address	
Project Name	
Project Address (if applicable)	
Total Amount of HOME Funds Requested	
Total Project Cost	

Describe your organization and the mission of your organization	
What services are offered by your organization	
Are you a faith based organization	<input type="radio"/> Yes <input type="radio"/> No
Has this grant proposal been approved by your organization's governing body	<input type="radio"/> Yes <input type="radio"/> No
Are you requesting funding as a CHDO	<input type="radio"/> Yes <input type="radio"/> No
If requesting funding as a CHDO does your Board and staff structure meet the criteria outlined in the HOME requirements	<input type="radio"/> Yes
	<input type="radio"/> No

Project Information

Name of Proposed Project: _____

Address of Proposed Project (Include city, state, and zip code): _____

Project Profile (Fill in circles):

- 1) What type of HOME eligible project are you applying for? (Please select only one)
 - Homebuyer
 - Rental
 - TBRA
 - CHDO eligible funds
- 2) What type of activity are you proposing?
 - Aquisition
 - New Construction
 - Rehabilitation
 - Not Applicable
- 3) Choose **one** of the following outcomes that best describes the result you hope to achieve with your proposal.
 - Availability/accessibility
 - Affordability
 - Sustainability(a) Which of the priority needs outlined in Mansfield's 2019-2023 Consolidated Pan does your proposal meet? (Please select only one)
 - Housing
- 4) Which goal from the Consolidated Plan does your proposal meet to address a priority need?(Choose only one)
 - Expand affordable housing options and provide a safe home for residents
 - Improve existing and provide for new infrastructure, where appropriate, to enhance the quality of life for low – to – moderate income residents
 - Support efforts to improve the condition and energy efficiency of housing stock in Mansfield
- 5) Which objective from the Consolidated Plan does your proposal meet to address the goal you selected? (Please select only one)
 - Maintain and develop quality affordable housing for low – to – moderate income homeowner and renters
 - Increase support for transitional housing facilities serving Mansfield residents
 - Increase the range of affordable housing opportunities for special needs populations
 - Provide assistance to meet or supplement basic needs for income qualified and special populations
 - Provide assistance to meet or supplement basic needs for income qualifies and special populations
 - Increase services available for elderly and special needs populations to support self sufficiency
 - Ensure access to adequate transportation options that is affordable to low – to – moderate income residents
 - Increase the capacity of non-profit organizations by expanding its facilities and thereby its ability to deliver quality service to income qualified residents
 - Help local businesses grow and prosper and link them to regional consumers
 - Increase or retain the number of jobs available to low – to – moderate income residents

- Provide leveraged funds for public infrastructure improvements such as water and sewer, drainage, accessibility modifications, sidewalks and road paving in CBDG eligible areas.
- Encourage the rehabilitation and improvement of current affordable housing stock to maintain a safe, energy efficient living environment



Project Summary (please include cost estimates, and any acquisition, or permitting that has occurred):



- 6) Do you track the demographics of your clients by counting individuals or by counting households?
- Individuals
 - Households
- 7) Provide the total number of clients presently served by your entire organization annually?
- 8) Provide the specific number and percentage of Mansfield residents served by your organization annually.
- _____ Number served
 _____ % Percentage Served
- 9) Are you currently serving low – to – moderate income populations?
- Yes
 - No
- 10) Based on HUD 2022 Income Guidelines listed below, estimate the percentage of income qualified clients your proposal will serve at each income level.
- _____ % 30% AMI (Extremely Low Income)
 _____ % 50 % AMI (Very Low Income)
 _____ % 80% AMI (Low Income)

U.S. Department of HUD
 2022 CDBG/HOME Income Limits City of Mansfield, Ohio

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30%	\$15,600	\$17,800	\$20,050	\$22,250	\$24,050	\$25,850	\$27,600	\$29,400
30-50%	\$25,950	\$29,650	\$33,350	\$37,050	\$40,050	\$43,000	\$45,950	\$48,950
60%	\$31,140	\$35,580	\$40,020	\$44,460	\$48,060	\$51,600	\$55,140	\$58,740
80%	\$41,550	\$47,450	\$53,400	\$59,300	\$64,050	\$68,800	\$73,550	\$78,300

Will be updated in the spring of 2023 when new income limits are posted

Project Budget: Please attach the Budget and Scope of Work for the project showing cost items for capital improvements, administration, operations, consulting, equipment, etc. See Scope of Work Attachment G

Project Name	HOME Funds Requested	Other Funds	Total

Project Leveraging			
TYPE	SOURCE OF FUND	VALUE	WRITTEN AGREEMENT (Fill In Circles)
			<input type="radio"/> YES <input type="radio"/> NO
			<input type="radio"/> YES <input type="radio"/> NO
			<input type="radio"/> YES <input type="radio"/> NO

Estimated Annual Goals and Reporting Period Goals

Estimated Annual Goals and Reporting Period Goals	
1 st Quarter Goal (Jul – Sep)	
2 nd Quarter Goal (Oct – Dec)	
3 rd Quarter Goal (Jan – Mar)	
4 th Quarter (Apr – Jun)	

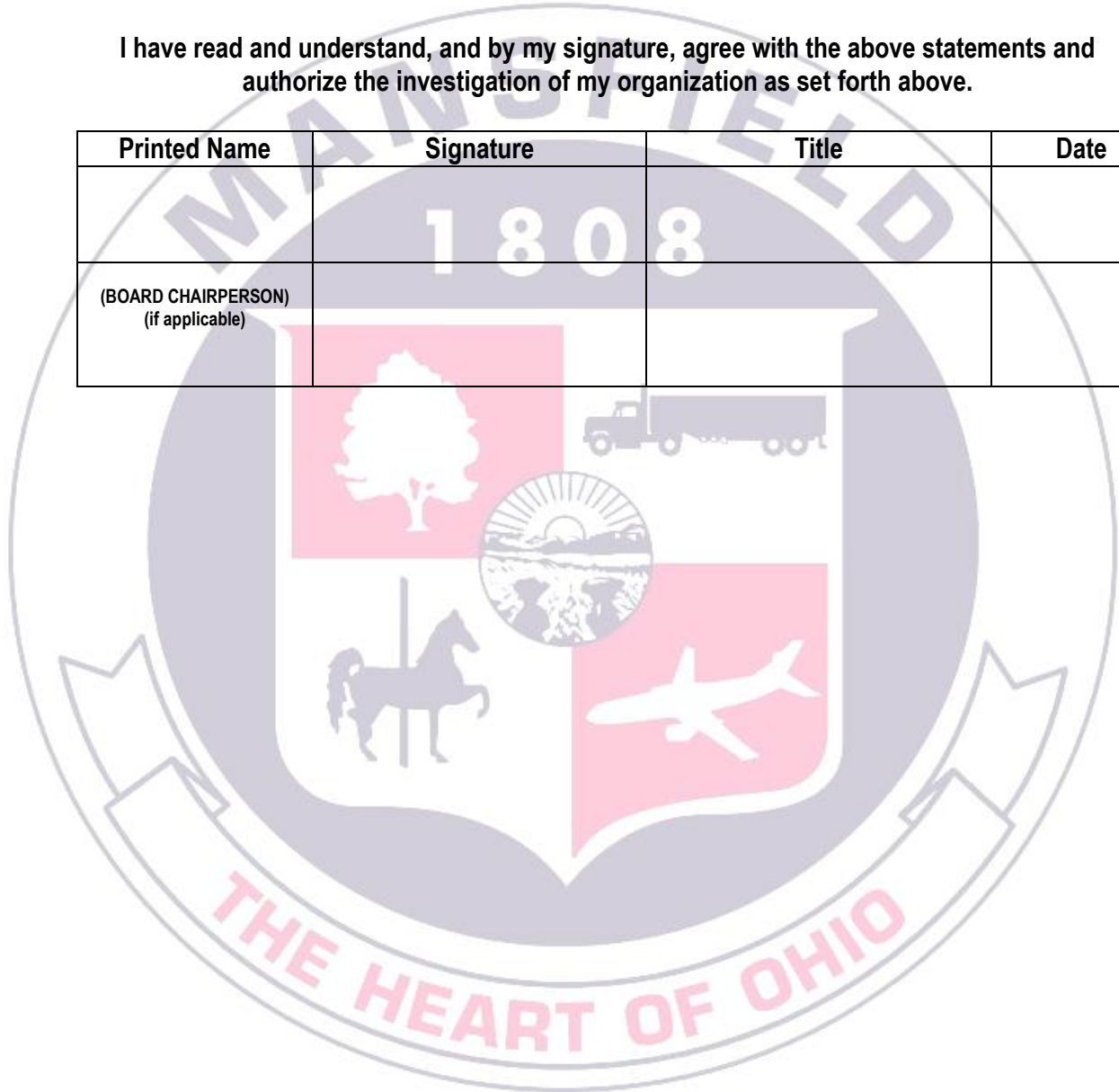
*******Please attach the required Application (ATTACHMENT F) and Scope of Work (ATTACHMENT G) along with any additional information that describes the proposed activity and return per the instructions outlined in this document*******

Signature and Certification

I certify that all information provided in this grant application is complete and accurate to the best of my knowledge. I understand that any false information or omission may disqualify my organization from further consideration for Community Development Block Grant / HOME funding. I authorize the investigation of any and all statements contained in this application and any other information pertinent to this application, my organization, its employees, officers, or Board members.

I have read and understand, and by my signature, agree with the above statements and authorize the investigation of my organization as set forth above.

Printed Name	Signature	Title	Date
(BOARD CHAIRPERSON) (if applicable)			



ATTACHMENT G

Program Year 2023 Scope of Work

The Scope of Work is an important part of any agreement/contract with the City of Mansfield. Aside from the responsibilities prescribed in the signed agreement (or Contract), the Scope provides the basis within which your organization will operate and produce. The following is merely a suggested outline providing the basic features of the Scope. You're encouraged to elaborate from this outline. Some items may not apply to your specific project(s).

Summary

- 1) Provide a brief statement of the project you are proposing including.....
-Reason why the project is needed
-Statement of measurable goals/objectives or outcomes you intend to achieve at the end of the project.

- 2) What percentage of funds requested are for direct program expenses?
_____ %
- 3) What is the minimum amount of money necessary to implement the project?

- 4) Will the project move forward if funds are not awarded?
 YES
 NO
If funds are awarded, will the project continue after funds are expended?
 YES
 NO

Organization of the Work

This section should detail how the project will be implemented. It should feature procedures for:

- 1) **Work Plan:** Provide detail of project with specifics of project design and implementation. Include curriculum outlines, construction summary, marketing plan or project detail to indicate service activity plan for each activity provided. Public Service activities must include information on program location, hours of operation, marketing and outreach plan, and program specific procedures and guidelines that assure HUD client eligibility and measureable performance outcomes.
- 2) **Client selection:** How will you document that clientele selected meet HOME program eligibility? Provide a short narrative addressing this and apply applicable eligibility items

including residency, target area, client income, or other criteria (will need to elaborate if other criteria are selected).

- 3) **Project administration and workflow:** Show the assigned duties and roles of all parties involved in the project. Please list contact person/phone number for each organization.
- 4) **Accounting and record(s) keeping:** (Provide a brief statement of your accounting, billing procedures and record keeping system)
- 5) **Quarterly and final reporting:** Based on project, proposal, timetables, and performance measures.

Timeline, Budget, Drawdowns and Deliverables

A budget table and a timeline / output table are required. Including matching or other funds, show the financial schedule as to how the funds will be used (by month or quarter or per deliverable i.e., output). **All projects must be completed prior to June 15, 2024. ALL INVOICING AND ACCOMPLISHMENT DATA MUST BE RECEIVED BY JUNE 15, 2024 OR REMAINING FUNDS MAY BE FORFEITED.** The following tables are examples. If you find the sample tables limiting in terms of content and form, you are encouraged to develop your own, but they must include the basic cost items and budget categories featured in the flowing tables.

Other or match funds must be identified by source and amount.

In general, all contracts with the city are performance based, meaning, you are paid for your expenses after showing documented proof of a deliverable (i.e., your stated output) for that period. A deliverable may be a progress report on the project; or a completed chapter(s) of a study; or a completed activity.

Required: Budget Table Sample

Cost Item	Budget	
	HOME	Other
Personnel		
Construction		
Consultant		
Advertisement		
Printing / Copying		
Postage		
Local Travel		
Dues / Memberships		
Other related Expenditures		
Aquisition		
Totals		

Required: Timeline and Output Table (Choose between Sample 1 and 2)
Sample 1

Period	Budget			Output
	HOME	Match	Total	
Jul – Sep				
Oct – Dec				
Jan – Mar				
Apr – Jun				
By July 15				
TOTALS				

CDBG/HOME payment is based on a work program for a particular period, showing details of work, corresponding output, and the associated cost per work detail.

Sample 2 – Timeline and Output Table (Choose between Sample 1 and 2)

Period	Work Program and Output	Budget		
		HOME	Match	Total
Jul – Sep				
Oct – Dec				
Jan – Mar				
Apr – Jun				
	TOTALS			

Organizational Capacity: Demonstration of administrative and staff capacity to effectively manage projects and deliver outcomes.

- 1) Include organization’s balance sheet and audited financial statement for last 2 years or IRS Form 990 for last 2 years including balance sheets and financial statements compiled to be satisfactory of HUD reporting requirements with supporting documents available upon request. Attach corporate officer roster.
- 2) Provide documentation of budget/goals and outcomes of projects completed by organization that demonstrate successful management and completion of projects of similar scale and scope of work.
- 3) Provide resume/credentials of persons who will manage project, provide direct service and/or provide record keeping and accounting services for the project.
- 4) Provide summary of current projects/activities of organization and description of project/activities organization is undertaking in PY 2023.
- 5) Provide summary of grant type and grant amount previously administrated by this organization.

Sustainability: Demonstration of Organization's financial and administrative capacity to support the organization and continue project after HOME funds are expended.

- 1) Provide summary of organization's plan for sustaining the project if it is to continue beyond June 30, 2024.

A large, empty rectangular box with a thin black border, intended for the organization to provide a summary of its sustainability plan.