

HOME RFP – FAQs

2/23/2017 @ 2:30pm

1. How will DPA funds be disbursed?

Funds will be disbursed by check.

2. Will the agency receive funds in advance of closing and does the non-profit make the check request?

Check is disbursed at closing; request is made to the City from the non-profit.

3. Are there reporting requirements for this program? What will be required to provide the City of Urbana for reporting and how often?

Yes, there is required reporting; we would need for you to fill out an IDIS set up/closeout sheet at the beginning and end of each project. We would also encourage you to use the quarterly report form. The [IDIS set up/closeout sheet](#) is available on the HUD Exchange.

4. If a check is necessary, how long do you estimate this process to take?

Process takes approximately two weeks.

5. Can you please advise whether or not we have to require a city code violation inspection? If so, will those be done at no charge as they have been done in the past? Also is it safe to assume that Champaign would do them for their city and Urbana would do them for their city? Who does them for the County?

Inspections are required and will be done at no charge, as done in the past with previous down payment assistance programs in the city of Urbana and Champaign, who will do the inspections in their respective city.

The County is unable to complete inspections as they do not have the staff or the capacity to complete them. It would be wise to ask for funds to pay for inspections if it is anticipated DPA would be available to residents in the unincorporated areas of the County, as funds cannot be spent in the smaller communities in Champaign County. Details would have to be worked out with the Cities or possibly the Housing Authority regarding inspections outside the cities of Urbana and Champaign.

6. Please clarify #8 (Monitoring and Evaluation Plan) under Section B. Proposal Contents of the RFP.

The response to the item in question should include the ways through which the applicant organization will meet HOME regulations. For example, the applicant could describe their process for ensuring that program beneficiaries meet income requirements, or how construction or rehabilitation work would meet Davis-Bacon prevailing wages, if applicable.

7. A non-profit can request Admin costs for a homeownership project. What do they call that fee or line item in the grant? If we request the full \$150,000, what is an acceptable amount for the non-profit to charge to administer the program?

The line item in question should be referred to as project delivery costs. To justify the amount of HOME funds that we can allow to be used as project delivery, you will need to provide us with a time study showing the average staff time costs per completed activity. For example, in the case of a homebuyer down payment assistance project, the example below shows how this amount can be calculated and the amount available per assisted unit ($55.675 \times 37.04 = \$2,062.20$).

If you would like to request project delivery funding to be a part of the project, you will need to prepare a time study using the formula below as part of your proposal.

Staff working on the project	Number of hours spent on this type of project	Total number of hours	Total number of projects	Total number of hours / total number of projects	Total compensation (salary + benefits)	Average compensation for this project type	Amount available for project delivery per project
Staff 1	101.5	111.35	2	55.675	33.67	37.04	\$2,062.20
Staff 2	9.85				40.41		

Please keep in mind that HOME-defined rules below:

The HOME grantee or subrecipient must ensure that the lender does not charge a fee for the HOME assistance, and that any other fees or costs charged by the lender associated with non-HOME loans be reasonable.

Reasonable administrative costs may be charged to the HOME Program as a project cost. If the HOME grantee or subrecipient requires lenders to pay a fee to participate in the HOME Program, the fee is program income.

8. We are proposing to request HOME funds that will be directly given to clients, no administration or overhead costs. Does that still require match?

All HOME-funded activities will need to be accompanied by at least a 25% match. However, we still encourage you to submit an application even if you cannot secure a source of matching funds for your proposed activity because we might be able to find alternate sources of match to cover your proposal.

9. How long would we have to spend the funds? The window in which we can spend (in this case, through direct client assistance) will impact how much we (can) ask for.

Our contract will specify that you will need to spend all funds within three years.

10. As we finish up our HOME submission, we realized it's not clear to us what a "signed copy" is, as this RFP does not utilize a template (including a signature line). What is sufficient for a signature? Does it need to be from our Board President (or other high-level executive)? Does it need to indicate authority to submit?

There is a signature page that is up on the City website, the Executive Director should sign it.