**Horry County**

**HOME**

**Consortium**



**TENANT BASED RENTAL ASSISTANCE**

**PROJECT FUNDING**

**APPLICATION**

Application Release: October 3, 2022

Deadline for Questions: October 25, 2022 (5 PM)

Application Deadline: November 1, 2022 (5 PM)

# Overview

These guidelines serve as a reference for organizations submitting an application for HOME Investment Partnerships Program (HOME) funding administered by Horry County on behalf of the Horry County HOME Consortium (HCHC). The HOME program was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990. The Federal implementing regulations for the HOME program are located at 24 CFR Part 92, which is also referred to as the HOME Final Rule. The HOME Program provides formula grants to states and local jurisdictions to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and to leverage private sector participation in the creation and retention of affordable housing. A wide range of activities are funded through the HOME program, including new construction and rehabilitation of rental units, new construction and rehabilitation of homeownership units, down payment assistance, owner-occupied rehabilitation, and tenant based rental assistance.

The Horry County HOME Consortium (HCHC) was established to promote partnerships among HUD and other federal entities, county/local governments, and those in the nonprofit and for-profit sectors who build, own, manage, finance, and support affordable housing initiatives. A consortium is a group of local governments that partner together to receive HOME funds as a single HUD entitlement grantee. Member jurisdictions of HCHC include Georgetown, Horry, and Williamsburg Counties, as well as the municipalities of Myrtle Beach, Conway, Atlantic Beach, Aynor, Loris, Georgetown, Andrews, Kingstree, Hemingway, Stuckey, Lane, and Greeleyville. Horry County serves as the Participating Jurisdiction for the Consortium, administering the program on behalf of its member jurisdictions.

# **HOME Project Eligibility**

The following sections provide basic instructions to complete the application for HOME funding. Before completing an application, it is recommended that you review the 2018-2022 Horry County HOME Consortium Consolidated Plan to determine whether your project is eligible and meets an identified need. Horry County is seeking tenant based rental assistance projects for this solicitation. A table at the end of these instructions provides a rubric for project scoring, so that you may determine how competitive your application will be when reviewed by staff and committee members.

Applicant Criteria

Eligible applicants for HOME assistance include non-profit organizations, Community Housing Development Organizations (CHDOs), for-profit organizations, partnerships, and local governments. Any organization, developer(s), general partners(s), or managing member(s) will be automatically disqualified if any of the following issues of noncompliance are demonstrated:

1. Uncorrected non-compliance violations with the County
2. Not in good standing with other County administered programs (which includes payments due to the County such as late fees, late loan payments, etc.)
3. Debarred from participation in other federal programs (i.e. HUD, RHS, CDBG, HOPWA, ESG, FHLB, etc.) as well as any other County administered programs

The County has sole discretion in the determination of non-compliance and it is not subject to interpretation (appeal) or final resolution of the non-compliance violation.

Project Criteria

Eligible projects for this application include tenant based rental assistance for very low income households. HOME funded Tenant-Based Rental Assistance (TBRA) is a rental subsidy that helps make up the difference between what a renter can afford to pay and the actual rent for a home. Qualifying households can receive HOME TBRA to help pay rent, security deposits, and utility deposits. The following project criteria must be met to be eligible for funding:

1. The project must demonstrate the ability to begin disbursement of funds within six months.
2. The project must benefit households at or below the HUD 60% AMI threshold (see Appendix A).
3. TBRA may only be provided within the jurisdictional boundaries of the Horry County HOME Consortium.
4. TBRA must be provided to an assisted household for a period of at least one year, but may not exceed two years.
5. **Utility deposit assistance may not be provided independently.** Utility deposit assistance must be provided in conjunction with rental assistance or security deposits.
6. TBRA may not be used to assist a resident-owner of a cooperative or mutual housing unit.
7. TBRA may not be used to provide homeless persons with overnight or temporary shelter.
8. HOME TBRA may not be used to duplicate existing rental assistance programs that reduce the tenant’s rent payment to 30% of their household income.

# **Submission Instructions**

Applicants for HOME assistance must submit the following items by the application deadline:

1. **one (1) original and two (2) copies** of the complete application package
2. one electronic copy via email, including budgets attachments in provided excel format

Applications may be hand delivered or mailed, and must be received by the due date.

|  |
| --- |
| Submit Applications to: |
| Horry County Community Development  100 Elm Street  Conway, SC 29526  Email Applications to griffin.jennifer@horrycountysc.gov |
| Attention: Jen Griffin |
| Questions: griffin.jennifer@horrycountysc.gov |

Questions related to the application should be submitted no later than 5:00 pm on October 25, 2022. All responses will be posted no later than 5:00 pm on October 28, 2022. An application workshop will not be held for this funding round. However, a video recording of an application workshop held for a previous HOME funding round is available on the Community Development website, located at <https://www.horrycounty.org/Portals/0/docs/cdbg/Documents/meetingthursday5-11-22.mp4>.

Both electronic and hard copies of the application must be submitted **no later than 5:00 pm, Eastern Standard Time, on Tuesday, November 1, 2022.** Applications received after the deadline will not be considered and will not be returned to the applicant.

Any costs incurred by the applicant in the preparation, transmittal, or presentation of the application packages are the responsibility of the applicant.

Applications will not be considered for the following reasons:

1) The project does not align with the eligibility criteria for this funding source and solicitation.

2) The applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines.

3) Incomplete application or late submission.

The County reserves the right to:

1. Award applicants less than the amount of HOME funds requested;
2. Reject any and all applications received;
3. Waive or modify minor irregularities in applications upon notification to the Applicant;
4. Adjust or correct any arithmetical errors in the application;
5. Receive clarification from the Applicant to ensure an understanding of the application submitted;
6. Adopt or utilize all or any part of the application unless covered by legal copyright, patent or property rights in which case the County must be notified;
7. Negotiate with the Applicant to serve the best interest of HCHC.

# **Financial Terms and Conditions**

The County’s HOME funds will be awarded as grants for TBRA projects that benefit households at or below the 60% Area Median Income limit. Applications will receive a subsidy layering review to ensure that no more HOME funds are invested than necessary to complete the project.

The maximum HOME award amount is $300,000 per application. Awards are made on a reimbursable basis, so applicants must have the capacity to carry costs between reimbursements. Soft costs and administrative funding are not available for TBRA projects. There is no affordability period for the provision of TBRA.

The applicant must submit with the application current financial statements compiled, reviewed, or audited by an independent CPA licensed by the South Carolina Board of Accountancy. The financial statements must include a balance sheet dated on or after June 30, 2021. An applicant must have minimum restricted liquid assets of $50,000.

Applicants are required to provide 25% in non-federal funding as match to the amount of HOME funds awarded. Match must be in the form of a permanent contribution to the HOME project. Match may be satisfied through the following sources:

1. Cash or cash equivalents (non-federal)
2. Waived taxes, fees, or charges associated with the project
3. Donated land or real property
4. Infrastructure improvements associated with the project
5. Proceeds from bonds
6. Donated materials, equipment, labor, or professional services
7. Sweat equity
8. Direct costs of supportive services to residents of the project
9. Direct costs of homebuyer counseling for families purchasing homes with HOME assistance

HOME administration funds are not available to subrecipients or CHDOs. The following costs associated with TBRA are eligible for funding as project-related delivery costs (24 CFR 92.209(a)):

1. Cost of inspecting the housing to be occupied by a TBRA recipient
2. Cost of determining income eligibility of applicants, including time associated with documenting and verifying income and asset sources, depending upon the definition of income chosen and also the calculation of the TBRA subsidy
3. Cost of determining the amount of the tenant-based assistance that an applicant is eligible for

# **Application Review Process**

County staff will review the project applications based on the process below:

1. Staff will review applications to ensure that they meet the minimum criteria. Applications that do not meet the applicant criteria, project criteria, compliance with federal and state laws, or HOME program requirements will be rejected.
2. Project applications will be reviewed for feasibility. Applications must be determined to be financially feasible, require subsidy, and be consistent with HOME policies.
3. The HCHC Review Committee, consisting of Administrators or their representatives from Horry, Georgetown, and Williamsburg Counties, as well as the Cities of Myrtle Beach and Conway, will review the applications and finalize the HCHC recommendation for annual funding priorities for approval by Horry County Council.
4. Horry County HOME Consortium reserves the right to utilize the funds for the good of the general public and administer the funds in accordance with the annual action plan.

Evaluation Criteria

Projects will be evaluated based upon the following criteria:

| **Criterion** | **Points** |
| --- | --- |
| **Project Design:** Does the project meet a market demand and address a HCHC Consolidated Plan Priority Need? | /20 points |
| **Organizational Capacity:** Organization or staff has capacity and experience with similar projects within the last five (5) years | /20 points |
| **Project Narrative:** Project description, target population, and affirmative marketing | /20 points |
| **Project Timeline**: Can the project be implemented quickly and meet all HOME timeline thresholds? | /15 points |
| **Budget Narrative:** Are sufficient financial resources committed to the project to complete implementation? Is the project financially feasible? | /25 points |
| **Match:** Does the applicant leverage HOME funds and provide documentation of match source commitments? | /15 points |

**TOTAL STAFF EVALUATION /115 POINTS**

**Appendix A - 2022 HOME Income Limits**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HOME Income Limits** | | | | | | | | |
| Household Income Limit | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
| *Horry County* | | | | | | | | |
| Extremely Low Income (30%) | $14,350 | $16,400 | $18,450 | $20,500 | $22,150 | $23,800 | $25,450 | $27,100 |
| Very Low Income (50%) | $23,950 | $27,350 | $30,750 | $34,150 | $36,900 | $39,650 | $42,350 | $45,100 |
| 60% Limit | $28,740 | $32,820 | $36,900 | $40,980 | $44,280 | $47,580 | $50,820 | $54,120 |
| Low Income (80%) | $38,300 | $43,750 | $49,200 | $48,650 | $59,050 | $63,400 | $67,800 | $72,150 |
| *Georgetown County* | | | | | | | | |
| Extremely Low Income (30%) | $14,700 | $16,800 | $18,900 | $20,950 | $22,650 | $24,350 | $26,000 | $27,700 |
| Very Low Income (50%) | $24,450 | $27,950 | $31,450 | $34,900 | $37,700 | $40,500 | $43,300 | $46,100 |
| 60% Limit | $29,340 | $33,540 | $37,740 | $41,880 | $45,240 | $48,600 | $51,960 | $55,320 |
| Low Income (80%) | $39,100 | $44,700 | $50,300 | $55,850 | $60,350 | $64,800 | $69,300 | $73,750 |
| *Williamsburg County* | | | | | | | | |
| Extremely Low Income (30%) | $12,400 | $14,150 | $15,900 | $17,650 | $19,100 | $20,500 | $21,900 | $23,300 |
| Very Low Income (50%) | $20,600 | $23,550 | $26,500 | $29,400 | $31,800 | $34,150 | $36,500 | $38,850 |
| 60% Limit | $24,720 | $28,260 | $31,800 | $35,280 | $38,160 | $40,980 | $43,800 | $46,620 |
| Low Income (80%) | $32,950 | $37,650 | $42,350 | $47,050 | $50,850 | $54,600 | $58,350 | $62,150 |

Source: 2022 Adjusted HOME Income Limits, HUD (effective 6/15/2022)

**Appendix B - Key Terms**

HOME Investment Partnerships Program: The HOME program is a federal formula grant that provides assistance to states and local jurisdictions for the creation and retention of affordable housing. It was created by the Cranston-Gonzalez Affordable Housing Act of 1990. Implementing regulations for the HOME Program are found at 24 CFR 92.

Consortium: A group of contiguous units of local government that function as a single entity for the purpose of receiving and utilizing HOME funds.

Subrecipient: An organization selected to administer HOME funds on behalf of the Consortium.

Community Housing Development Organization (CHDO): A CHDO is a federally defined type of non-profit housing provider that functions as an owner, developer, or sponsor of affordable housing. CHDOs serve as subrecipients for the purpose of TBRA awards.

Consolidated Plan: A planning document developed by the Consortium that describes the needs, goals, priorities, and strategies for the use of HUD funding for the jurisdiction. The Consolidated Plan covers a five-year period (2018-2022) and addresses the planned use of Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grant funding.

Annual Action Plan: A planning document that outlines the Consortium’s goals and projects for utilization of a single year of HUD funding.

Tenant-Based Rental Assistance (TBRA): A form of rental subsidy that helps fund the difference between what a renter can afford to pay and the actual rent for a home. Qualifying households can receive HOME TBRA to help pay rent, security deposits, and utility deposits.

Annual Income: The Consortium utilizes the Part 5 definition (also known as Section 8) to calculate total household income. It consists of the gross income of all adult members of a household that is anticipated to be received during the upcoming 12 month period. All HOME-assisted households must be at or below 80% of the Area Median Income.

Low Income Household: A household with a gross income falling between 51% and 80% of the Area Median Income.

Very Low Income Household: A household with a gross income falling between 31% and 50% of the Area Median Income.

Extremely Low Income Household: A household with a gross income that does not exceed 30% of the Area Median Income.

Match: A non-federal contribution to a HOME-assisted project. The Consortium must provide a 25% match to HOME funds each program year. Subrecipients and CHDOs are required to provide evidence of a 25% match contribution commitment with an application submission.

Subsidy Layering: An analysis of project financing that ensures that firm commitments of funding are in place and that the amount of HOME funds invested does not exceed the amount that is necessary for the project to be financially viable.

Affirmative Marketing Plan: A plan developed for the advertisement of TBRA that indicates procedures that will be used to market assistance to groups who would be least likely to apply for aid.

**HORRY COUNTY HOME APPLICATION - 2022**

**Applicant Information**

Full Legal Name of Applicant Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/CEO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Type:

Non-Profit  CHDO

For-Profit  General Partnership

Limited Partnership  Limited Liability Corporation

Unit of Local Government

*Note: Please note that TBRA projects are not eligible for CHDO set-aside funding. A CHDO may submit an application for a TBRA project, but will serve as a subrecipient for the award.*

**HORRY COUNTY HOME APPLICATION - 2022**

**Project Information**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of HOME funds requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of households to be assisted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Type:

Tenant Based Rental Assistance

Project Beneficiaries:

Please indicate how many households will be assisted and their income levels.

|  |  |
| --- | --- |
| **Area Median Income Level Groups** | **Number of Households Assisted** |
| Extremely Low Income (0-30% AMI) |  |
| Very Low Income (31%-50% AMI) |  |
| 60% Income Limit (51%-60% AMI) |  |
| *Total* |  |

*Household incomes must be at or below 60% AMI to receive HOME TBRA (see Appendix A for income limits).*

**HORRY COUNTY HOME APPLICATION - 2022**

**Required Narratives**

**Organizational Narrative:** Please attach a description of your organization and capacity to create or retain affordable housing. Please provide a description of your organization including mission, legal status, and organizational structure. Clearly describe your capacity, experience, and accomplishments administering rental assistance programs. Describe the relevant experience of key staff members and your overall development team. Please indicate if your organization currently has a project that was awarded HOME funding from the Waccamaw HOME Consortium or HOME/CDBG/ESG funding from Horry County that is not complete, and their current statuses.

Please include your response as an attachment (2 page limit for organizational narrative, plus up to 5 pages of resumes).

**Project Narrative:** Please attach a narrative description of your organization’s proposed project. Please describe the target population, anticipated service area, and overall objective of your project. Please provide detail on the project housing market, affirmative marketing strategy, beneficiary selection process, and other information necessary to communicate how you will provide assistance to low income households.

Please include your response as an attachment (2 page limit for project narrative).

**Project Timeline:** Please describe your timeline for project implementation including details on project thresholds to be achieved. Please provide detail on key milestones and estimated timeframes for completion. Milestones should include program design, environmental review certification, marketing of program assistance availability, estimate of beneficiary counseling, and an estimate of tenant placement.

Please include your response as an attachment (2 page limit).

**Budget Narrative:** Please attach a narrative description of your project budget. Please describe the funding structure for your project and how funds will be utilized to provide assistance. Your response should provide detail on firm funding source commitments, match sources and amounts, and how HOME funds would satisfy a funding gap for the project. Please include information on any other public sources of funding utilized, including any applicable funding restrictions.

Please include your response as an attachment (2 page limit for budget narrative).

**HORRY COUNTY HOME APPLICATION - 2022**

**Attachments**

Please provide the following documentation as attachments:

1. **Organizational Attachments**

a) Organizational Narrative

b) Articles of Incorporation

c) Current Organizational Bylaws

d) Current Organizational Chart

e) Resumes of Project Staff

f) IRS Form 990 (if applicable)

1. **Project Attachments**

a) Project Narrative

b) Project Timeline

c) Affirmative Marketing Plan

1. **Budget & Financial Attachments**

a) Project Budget Narrative

b) Project Budget (Excel attachment)

c) Project Funding Sources (Excel attachment)

d) Project Subsidy Layering (Excel attachment)

e) Evidence of Match

f) Balance Sheet

g) Audit