

HOUSING PRESERVATION GRANT PRE-APPLICATION

Submitted to: Oklahoma Rural Development Office, USDA

By: Communities Unlimited, Inc.

Communities Unlimited, Inc. (CU), a 501(c)(3), nonprofit rural community development organization, is requesting a grant of \$50,000 from the USDA Rural Housing Service - Oklahoma to provide low and very low income residents of Lakewood Mobile Home Park safety and security during times of severe weather. The HPG funds will be used to install storm shelters throughout the park.

This application is being submitted in response to the RHS/USDA Request for Proposals, originally published in the Federal Register on May 18, 2017, and in accordance with 7 CFR Part 1944 subpart N.

SECTION A: Statement of Activities

The Statement of Activities published for public review has been expanded to include information requested for the application and includes 17 requested items or points of information. Each is detailed in the following sections.

(1) Homeowner Assistance Proposed

Communities Unlimited, Inc., a private non profit, proposes to conduct a Housing Preservation Grant Program (HPG) in Hugo, OK, for homeowners residing in the Lakewood Mobile Home Park.

CU is proposing to use the rental property assistance program to provide concrete, in-ground and above ground safe rooms throughout the mobile home park to ensure the tenants of a safe and secure place to go during severe weather.

(2) Process for Selecting

Eligibility for participation in this program is limited to residents of Lakewood Mobile Home Park. The Park has a mixture of owner-occupied and rental units. Of the 23 homes located in the park eleven are owner-occupied and twelve are rental units. The HPG funds will be used to purchase and install storm shelters and lighting for all residents of the Park. Currently, 90% of the residents of the Park are low to very low income.

(3) Process for Identifying Potential Environmental Impacts

Environmental and Historic Preservation

TITLE 7 - AGRICULTURE

SUBTITLE B - REGULATIONS OF THE DEPARTMENT OF AGRICULTURE

CHAPTER XVIII - RURAL HOUSING SERVICE, RURAL BUSINESS - COOPERATIVE SERVICE, RURAL UTILITIES SERVICE, AND FARM SERVICE AGENCY, DEPARTMENT OF AGRICULTURE

SUBCHAPTER H - PROGRAM REGULATIONS

PART 1944 - HOUSING

subpart n - HOUSING PRESERVATION GRANTS

1944.672 - Environmental requirements.

Subpart G of part 1940 of this chapter will be followed regarding environmental requirements. The following is additional information on how to approach HPG projects under those requirements: (a) The approval of an HPG grant for the repair, rehabilitation, or replacement of dwellings shall be a Class I action. As part of their preapplication materials, applicants shall submit Form RD 194020, Request for Environmental Information, for the geographical areas proposed to be served by the program. The applicant shall refer to exhibit F1 of this subpart (available in any Rural Development State or District Office) when completing Form RD 194020. Further guidance on completing this form is available from the Agency office servicing the program.

(b) The use of HPG funds by the grantee to repair, rehabilitate, or replace on the same site, specific dwellings is generally exempt from an RHS environmental review. However, if such dwellings are located in a floodplain, wetland, or the proposed work is not concurred in by the Advisory Council on Historic Preservation under the requirements of 1944.673, an RHS environmental review is required. Dwellings within the Coastal Barrier Resources System are not eligible for HPG assistance.

Applicants must include in their preapplication a process for identifying dwellings that may receive housing preservation or replacement housing assistance that will require an environmental assessment. This may be accomplished through use of exhibit F2 of this subpart (available in any Rural Development State or District Office) or another process supplying similar information acceptable to RHS.

(c) If a specific dwelling is not located in a floodplain, wetland, or the proposed work is concurred in by the Advisory Council on Historic Preservation under the requirements of 1944.673 of this subpart, no environmental review is required by FmHA or its successor agency under Public Law 103354. The grantee only needs to indicate its review and compliance with this subpart, indicating such in each recipient's file in accordance with paragraph (e) of this section.

As noted in subsection (b) above, the use of HPG funds by the grantee to repair, rehabilitate, or replace on the same site, specific dwellings is generally exempt from an RHS environmental review.

CU CERTIFIES THAT 100% OF HPG FUNDS REQUESTED IN THIS APPLICATION WILL BE USED TO REPLACE SPECIFIC DWELLINGS ON THE SAME SITE.

Subsection (b) above goes on to state that, “However, if such dwellings are located in a floodplain, wetland, or the proposed work is not concurred in by the Advisory Council on Historic Preservation under the requirements of 1944.673, an RHS environmental review is required. Dwellings within the Coastal Barrier Resources System are not eligible for HPG assistance.”

CU CERTIFIES THAT NONE OF THE REQUESTED HPG FUNDS WILL BE USED TO REPLACE A DWELLING LOCATED WITHIN THE 100 YEAR FLOODPLAIN, WETLAND OR WITHIN THE COASTAL BARRIER RESOURCES SYSTEM.

The process for identifying homes located in a 100 year floodplain or wetlands is as follows:

CU staff makes a determination as to whether or not the home is located in a 100 year floodplain or wetland using geospatial mapping data available from FEMA and state governments and accessed through ESRI. A copy of the map image for the home site will be stored in the project folder.

Provisions for complying with Stipulation I, A–G of the Programmatic Memorandum of Agreement, also known as PMOA, (RD Instruction 2000–FF, in accordance with § 1944.673(b) of 7 CFR part 1944, subpart N are as follows;

The process for identifying homes listed or eligible to be listed on the National Historic Register is:

The identification and replacement of homes listed on or eligible for listing on the National Register of Historic Places is carried out by CU staff. A letter informing the Oklahoma Historical Preservation Commission of the project description and location and request for confirmation that no homes are listed or eligible to be listed will be secured. CU will place in its project files a copy of the response letter.

NO DWELLINGS REQUIRING AN ENVIRONMENTAL ASSESSMENT WILL BE PROPOSED FOR DEMOLISHION AND REPLACEMENT AS PART OF CU’S PROGRAM FOR REPLACING HOMES USING HPG FUNDS.

(4) Development Standards

The homes upgraded under this HPG grant will be installed to applicable regulations and local building code including, FEMA ratings for storm shelters, Oklahoma Emergency Preparedness standards, relevant state and local building codes, and federal, state and local installation requirements for manufactured housing.

(5) Time Schedule for Completing the Program

All activities will be completed within 12 months of the awarding of the grant.

(6) Staffing Required to Complete Program

CU employs an adequate number of staff with necessary capacity and experience to successfully manage and complete the scope of work outlined in this Pre-Application.

(7) Estimated Number of Very Low and Low-Income Minority/Non-Minority Persons to Be Assisted

We estimate that twenty very low or low income families will benefit by having a safe, secure shelter during times of severe weather. Of the families benefited by the shelters eight are African-American and three are Native-American.

Additional information on the area served, demographics and poverty levels can be found in **SECTION E** of this pre-application.

(8) Geographical Area Served by the HPG Program

The geographical area served by this HPG program is the Lakewood Mobile Home Park in Hugo, Oklahoma.

(9) Estimated Budget for the Program

**BUDGET
HOUSING PRESERVATION GRANT PROGRAM
Hugo, OK
Communities Unlimited, Inc.**

Administration		
1	Indirect Administration Cost (\$50 per family)	1,000
2	Direct Administration	
	Salaries and Fringe Benefits	
	a. Park Manager	4,000
	Total Administration Salary Costs (\$250 per family)	5,000
3	Landscaping	5,000
4	TOTAL Direct and Indirect Admin. Costs (\$500 per family)	<u>10,000</u>
	(Total Administration costs are 20% of total cost)	
5	Direct Project Costs	
	8 storm shelters with lighting at \$5,000 each	40,000
6	TOTAL COST TO HPG PROGRAM	<u>50,000</u>

HPG Funds Draw Schedule

CU proposes to draw funds quarterly proportionate to percentage of shelters completed during the previous quarter.

(10) Indirect Cost Proposal

CU's has an approved federal indirect cost rate agreement. A copy of which is available upon request by contacting Kimberly Griffey, CFO, at 479-443-2700.

(11) Brief Description of the Accounting System to be Used

For over a decade, CU has utilized Sage MIP Fund Accounting software, a computerized accrual basis accounting system designed specifically for nonprofit fund accounting. This accounting system provides the financial management tools we need to track and report on multiple funds across multiple budget periods in order to meet various government and foundation reporting requirements and accountabilities.

(12) Evaluation Method to be Used to Determine Program Effectiveness

The effectiveness of our HPG program will be evaluated by CU's Program Support Director. The evaluation will take the form of a written document answering the following questions:

- Were the proposed 8 shelters installed?
- Were all 8 shelters and lighting completed with-in 12 months?
- As indicated on customer survey, did residents feel more secure knowing that shelters were available?
- Were quarterly financial and performance reports submitted correctly and on time?

Quarterly Financial Status and Performance Reports will be submitted to RD in accordance with 7 CFR 1944.683(b).

(13) Source and Estimated Amount of Other Financial Resources to be Obtained and Used by Applicant

Not applicable.

(14) Use of Program Income

No program income will be produced as a result of this HPG program.

(15) Plan for Disposition of any Security Instruments

No security Instrument will be held by CU as a result of this HPG program. Consequently, no security instrument disposition plan is provided.

(16) Other Information Necessary to Explain the Proposed HPG Program

CU's mission includes provision of affordable housing. The addition of an additional rental home is in response to the demand experienced in the community. The addition of the storm shelters is critically important due to the location of the community and the past experiences with tornadoes and high wind damage and the propensity for future occurrences.

(17) Outreach Efforts

CU will hold a community ribbon cutting ceremony when the shelters are complete and invite all residents of the community to tour the new shelters. We will also provide each resident with a quick access map showing where the nearest shelter is to their home.