



**Collin County  
Housing Finance Corporation  
Housing Project Finance Assistance Program  
Application Guidelines and Instructions**

The Housing Project Finance Assistance Program is a new program designed to assist, in the form of competitive grants, existing non-profit organizations to build and/or upgrade housing in Collin County.

The Housing Project Finance Assistance Program allows qualified organizations to apply for competitive grants to build or upgrade, such as add rooms, handicap facilities, etc. The grant program is administered by the Collin County Planning Board with their recommendations made to the Collin County Housing Finance Corporation.

These funds will be allocated in accordance with the following criteria:

- Grants are provided for housing and sheltering;
- All grants will require matching funds from the applicant to be eligible for consideration;
- Only existing non-profit organizations are eligible;
- All proposals must directly benefit Collin County legal entities;

Submission of this application to the Collin County Planning Board is an offer to contract with the Collin County Housing Finance Corporation based on the terms, conditions, and specifications contained in the Application Guidelines and Instructions.

Please review application carefully, sign it where signatures are required, fill in the requested information (this is a fill able document in Microsoft Word), be concise with a sufficient level of detail to explain your proposal, and insert all required documents. The original application and 20 photocopies should be completed using Arial Font size 11, stapled upper left corner and pages numbered. Please no cover pages.

Questions can be addressed by phoning (972) 548-3727.

Submit an original and 20 photocopies:

**Collin County  
Planning Board  
Attn: CCHFC  
4690 Community Avenue, Suite 200  
McKinney, Texas 75071**

**Applications received after the submittal deadline established by Collin County Housing Finance Corporation will not be reviewed by the Collin County Planning Board.**

## **SECTION 1: Applicant and Project Information**

- 1. Project Applicant Information:** This section requests general information about the Applicant. In order to be considered for financial assistance, an Applicant must be a (501)(c)(3) tax-exempt organization, non-political group, or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas.
- 2. Project Title:** Provide a Project Title.
- 3. Brief Description of Purpose of Project:** Provide a brief, concise description of the purpose of your project (No more than 50 words).
- 4. General Project Information:**
  - a. Provide a Brief Description:** Briefly describe project (Complete details will be submitted in Section 6).
  - b. Amount of Funding Requested:** This is the amount of funding requested from the Housing Project Assistance Program for this round of funding.
  - c. Total Project Cost:** This is the total cost of the proposed project. The applicant is required to match at minimum one dollar for every one dollar of County funds requested. For example, if \$25,000 is listed in the Amount of Funding Requested (4b), the Total Project Cost (4c) must be at least \$50,000.
  - d. Start Date of Project:** This is the start date of the project. If this is a multi-phase project this is the start date for the portion of the project that will be funded by this application. (Note: For planning purposes the project should commence within six-months of the award notification).
  - e. End Date of Project:** The date you plan on completing the project (i.e. submission of an itemized final accounting of expenditures to the CCHFC). Projects should be completed within 18 months of the award date for full funding.
- 5. Authorized Signature:** This section requires the signature of the Applicant. The signatory must have contract signing authority for the Applicant. By signing this document, the Applicant is certifying that the certifications, assurances, and deliverables included in this Application have been reviewed, that to the best of the Applicant's knowledge all certifications are true and correct, and that all required deliverables are included in the Application.

## **SECTION 2: Authorized Representative**

This form allows the Applicant to designate a project representative who will be authorized to receive direction from the Collin County Planning Board and Collin County Housing Finance Corporation. This person will manage the work being performed, ensure that periodic reports are submitted in a timely manner, and act on behalf of the Applicant.

### **SECTION 3: Certifications and Assurances**

This section contains certifications and assurances the Applicant must review prior to submitting the Application materials. Certifications are required to assist Collin County Housing Finance Corporation in ensuring that the Applicant and the project are eligible for funding. Assurances are summaries of pertinent Interlocal or Funding Agreement requirements and ensure that the Applicant understands that there are certain obligations associated with accepting the funds. If awarded, applicants will be asked to enter into an Interlocal or Funding Agreement with Collin County Housing Finance Corporation which will outline provisions required for the project.

### **SECTION 4: Project Costs and Elements**

This form allows the Applicant to depict costs and elements of the proposed project. The items listed in "Requested Amount" should total the amount of funding requested in Section 1.4.b. The items listed in "Match Amount" should equal or exceed the total "Requested Amount".

Matching funds may either be direct cash, value of land to be improved, material or specialized in-kind services. In order to maximize cost benefits, applicants are strongly encouraged to seek matching funds from at least one other funding organization.

The value of in-kind specialized services will be determined by Collin County Housing Finance Corporation based on the usual and customary rates and values for services proposed.

### **SECTION 5: Resolution**

A resolution must be approved by the governing body of the entity presenting this Application. A photocopy of the signed resolution must be included with the Application. This provision is applicable to all applicants.

### **SECTION 6: Project Narrative Instructions**

**The project narrative is very important.** Please be clear and concise in your narrative. All information is necessary to properly review your project. As a guide, the project narrative should be no longer than five (5) pages, single-spaced, using Arial Font size 11.

- 1. Project Description:** Describe the elements for which assistance is requested. If funding for capital improvements is requested, specify what facilities are to be built, renovated, demolished or removed. Describe if you intend to construct the improvements by contract, through force/account/in-kind services, with assistance of other governmental entities, through volunteer efforts or any combination of these methods. Describe any plans to make this an on-going program.
- 2. Objectives and Need for Project:** Briefly describe the housing needs that are trying to be met and why they are needed. Give a brief history of the project and describe who will benefit. Explain how the project relates to current and future needs within the project service area. Please acknowledge that upon completion of the project the proposed improvements will meet code compliance.
- 3. Funding Mechanisms:** Explain the method(s) for financing the project include all matching funds (in-kind, donations, grants, city bonds) and relationships. Describe any relationship between the proposed project and the other work planned, anticipated or underway or previous governmental grants or assistance related to the proposed project. Describe any non-traditional funding methods. Dollar for dollar matching funds must be available at the time application is made.

4. **Project Action Plan:** Provide a detailed project action plan for completion of the proposed project. For planning purposes the project should commence within six months of the award notification. If funded an updated action plan/project timeline will be required with the submission of each periodic progress report.
5. **Implementation and Maintenance:** Describe who will oversee the project and who will manage the completed project area; include level of expertise and how the project will be operated and maintained. If arrangements exist (or are anticipated) for others to perform the operation, programming or maintenance describe those arrangements. Provide assurance from each contributor. Discuss operation and maintenance budget considerations.

#### **SECTION 7: Location Maps, Site Photos, Project Sketches, etc.**

The Applicant should provide any maps, drawings, site photos, project sketches, etc., which may be pertinent to the project.

#### **SECTION 8: Letters of Commitment**

The Applicant should provide letters of commitment for all services, cash, labor, equipment, materials which will be used as a match for the project.

#### **SECTION 9: Evidence of Non-Profit Status**

Applicants other than public agencies must provide evidence of their non-profit status with their application. Any of the following is acceptable evidence.

1. A copy of the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organization; or
2. A copy of a current valid IRS tax exemption certificate.

## **REVIEW CRITERIA**

Applications will be reviewed against the following criteria:

1. Availability of Collin County Housing Finance Committee funds.
2. Adequacy of funds and level of commitment from other sources to cover the matching portion of funding. At minimum the matching ratio must be dollar for dollar. Dependent on the project proposed, a higher matching ratio may be required based on the recommendations of the Collin County Planning Board and approval by the Collin County Housing Finance Corporation;
3. Perception of need and benefit to the citizens of Collin County;
4. Does project provide a solution to an existing problem.

## **APPROVAL PROCESS**

The Collin County Planning Board will review applications submitted prior to the announced funding selection deadline. The decision to recommend or not recommend an application for funding will be determined solely by how well the project meets the application criteria in the opinions of the members of the Collin County Planning Board.

If a two-thirds (2/3) majority of the Collin County Planning Board members voting accepts the proposal as complete, finds that it satisfies the review criteria and determines that adequate funds are available, they will submit the proposals along with their recommendations to the Collin County Housing Finance Corporation for consideration. The final decision to approve or reject the recommendation will be at the discretion of Collin County Housing Finance Corporation. If Collin County Housing Finance Corporation approves the recommendation, funds will be awarded. Prior to commencement of the Project an Interlocal or Funding Agreement must be executed between all involved parties.

## **PAYMENT OF FUNDS**

Funds will be made available as reimbursement for approved project expenses. Expenses incurred prior to full execution of the Interlocal or Funding Agreement are not eligible for reimbursement. Direct payments may be made under special circumstances for large expenditures or for smaller communities or organizations on the recommendation of the Collin County Planning Board and approval by the Collin County Housing Finance Corporation.

## **RIGHT TO REALLOCATE FUNDS**

It is the responsibility of the Collin County Planning Board to actively monitor the progress of approved projects. If the Collin County Planning Board determines that an approved project is not likely to come to fruition within a responsible length of time or the scope of project has changed considerably, the project applicant may be given an opportunity to submit a revised proposal for consideration. Based on the merits of the revised proposal, the Collin County Planning Board may vote to request the Collin County Housing Finance Corporation reallocating the funds for use of the revised project. If the Collin County Housing Finance Corporation approves the reallocation of funds, a new Interlocal or Funding Agreement must be executed between all involved parties prior to commencement of the revised project.