

A. Organization Profile

Completed by molly.fair@como.gov on 5/3/2023 3:12 PM

Case Id: 12391

Name: City of Columbia-Homeownership Assistance -

Address: 500 E Walnut STE 108

A. Organization Profile

Please provide the following information.

ORGANIZATION

A.1. Organization Name

Housing Programs

A.2. Doing Business As (DBA)

City of Columbia

A.3. Federal EIN

436000810

A.4. SAM.gov Identifier

WZR4KM9CBTV3

A.5. Organization Type

Government

A.6. Address

500 E Walnut STE 108 Columbia, MO 65201

CONTACT INFORMATION

A.7. Head of Organization

Tim Teddy

A.8. Head of Organization Title

Director of Community Development

A.9. Phone

(573) 874-7318

A.10. Email

timothy.teddy@como.gov

A.11. Website

www.como.gov

B. Mission/Goals

Completed by darcie.clark@como.gov on 5/2/2023 12:14 PM

Case Id: 12391

Name: City of Columbia-Homeownership Assistance -

Address: 500 E Walnut STE 108

B. Mission/Goals

Please provide the following information.

B.1. Organizational Mission Statement

Administer federal and local funds to meet housing and community development needs in Columbia

B.2. Description of Organizational Goals

The Housing Programs Division consists of the Housing Programs Manager, Senior Housing Specialist, Housing Specialist, and Admin Tech who work to administer HOME and CDBG funds and is part of the City of Columbia as a whole.

B.3. Describe the geographic service area.

CDBG and HOME funds are specifically for the City of Columbia.

B.4. Describe the populations served by your organization.

Households, neighborhoods, and individuals at or below 80% of the area median family income.

B.5. What percent of participants served in your previous fiscal year are identified as local Minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

50.00 %

B.6. How does your organization operationalize the values of diversity, inclusion and social equity?

The City of Columbia Housing Programs Division operates programs in a manner that allows all community members an opportunity to provide input.

B.7. Does the organization promote and provide board representation from local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

Yes

B.8. Does the organization's top 5 paid employees employed include local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

Yes

B.9. Is your organization a Section 3 employer, or does the proposed project include the Utilization of Section 3 employers in accordance with the Housing and Urban development Act of 1968?

Yes

Documentation

Articles of Incorporation

***No files uploaded*

By-laws

***No files uploaded*

Strategic Plan

***No files uploaded*

Organizational chart

***No files uploaded*

IRS Tax Exempt Status Determination Letter

***No files uploaded*

Financial Statement

***No files uploaded*

IRS 990 or 990EZ

***No files uploaded*

Financial policies and procedures

***No files uploaded*

MO Secretary of State Registration

***No files uploaded*

C. Governance Board

Completed by molly.fair@como.gov on 5/10/2023 9:25 AM

Case Id: 12391

Name: City of Columbia-Homeownership Assistance -

Address: 500 E Walnut STE 108

C. Governance Board

Please provide the following information.

C.1. Board Members

Name	Board Position	Address	Term Begin Date	Term End Date
Barbara Buffaloe	Member	701 E Broadway, Columbia	04/01/2022	04/01/2025
Nick Knoth	Member	701 E Broadway, Columbia	04/01/2023	04/01/2026
Andrea Waner	Member	701 E Broadway, Columbia	04/01/2021	04/01/2024
Roy Lovelady	Member	701 E Broadway, Columbia	04/01/2022	04/01/2025
Nick Foster	Member	701 E Broadway, Columbia	04/01/2022	04/01/2025
Donald Waterman	Member	701 E Broadway, Columbia	04/01/2023	04/01/2026
Betsy Peters	Member	701 E Broadway, Columbia	04/01/2021	04/01/2024

D. Proposal Summary

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Case Id: 12391

Name: City of Columbia-Homeownership Assistance -

Address: 500 E Walnut STE 108

D. Proposal Summary

Please provide the following information.

D.1. Provide a summary describing the proposed project.

The City is requesting \$100,000 in HOME funding to continue its Home Ownership Assistance Program (HOA). The 2023 HOA program will provide up to \$10,000 of home purchase price for down payment assistance and closing costs. The City will also spend up to an additional \$500 to eliminate lead hazards.

Funds are available to first time home buyers, defined as someone who has not owned a home within the last three years or is a displaced homemaker. The program remains important to the City in stabilizing neighborhoods. The program requires home buyers to repay a pro-rated proportion of the funds if they do not continue to own and occupy the purchased unit, as required by HUD, for a ten year period. The program helps build property values through increasing the home ownership rate in neighborhoods.

D.2. Select the production goal(s) within the 2020-2024 Consolidated Plan that this project will fulfill:

- Rehab and Repair of Homes
- Technical Assistance to Businesses
- Direct Homebuyer Assistance
- Sidewalk Construction
- Direct Housing Counseling and Education
- Storm Water Improvements
- New Home Construction
- Acquisition and Demolition of Dilapidated Structures
- Production of Rental Units
- Code Enforcement
- Tenant Based Rental Assistance
- Public Facilities and Improvements
- Vocational Training
- Homeless Facility Improvements

D.3. Project service area: Will this project service individuals and households within the City of Columbia?

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Yes

D.4. Number Served: How many individuals or households will this project benefit? What is the target population? Please provide data to support.

this funding will serve up to 10 households.

D.5. Outcomes: Identify the specific, measurable and desired outcomes for this project.

The desired outcomes of the project are increased access to homeownership for low-to-moderate income households. The City expects increased homeownership for eligible buyers to facilitate growth in personal assets and equity, while strengthening neighborhoods. HUD Certified Housing Counseling is a requirement meant to assist households in making informed home ownership decisions and reduce risk of uninformed decisions resulting in financial hardship and potentially foreclosure.

D.6. Outcome Data: What data will be collected to evaluate the outcomes for this project?

Household income, size and demographic information is collected to accomplish the desired outputs of the project, which are increased access to homeownership for low-to-moderate income households.

D.7. How does the proposed project address and promote systemic changes towards social and racial equality?

The Homeownership Assistance Program utilizes a calculator to determine assistance. This calculator takes into account, savings, child care, utility costs and more to assist families with their down payment and closing costs to support their continued success in homeownership.

D.8. Does the organization have control of the site(s) for the project?

Yes

D.9. Is the proposed project compliant with existing zoning and land use ordinances?

Yes

D.10. Describe actions to rezone the property to allow for desired use

N/A

D.11. Neighborhood Consultation: Describe how the neighborhood has been consulted regarding this project.

The Homeownership Assistance Program is a part of the City of Columbia's Consolidated Plan which gathers input from many areas of the community.

D.12. Who is the proposed program administrator to ensure compliance with HUD and City regulations and source of funding for this position.

Personnel involved with monitoring and providing administrative support: Darcie Clark, housing specialist, performs program administration, and determines income eligibility. Jacob Amelunke, Sr. Housing specialist performs inspections.

D.13. What is the prior experience of the organization's personnel with this type of project? Include the following: 1) Credentials, including resumes and licenses necessary to accomplish the job. 2) Number of years of experience with this type of project; 3) List of representative projects completed in the past.

Darcie Clark has been coordinating the City's Homeownership Assistance during her time as a Housing Specialist beginning March 2021. Prior to that she was the Administrative Technician for the Housing Programs Division and worked closely with the program.

D.14. Does the proposed project include the utilization of qualified MBE/WBE contractors or subcontractors, which may include construction, services or operational supplies?

No

D.15. For construction projects, who is the designated person or firm designing and inspecting construction projects.

N/A

D.16. Provide a brief summary on previous City funding received, any funding remaining, and the measurable results from previous City funding.

HOME has provided funding for the City's Homeownership Assistance Program for over 20 years. In program year 2022 HOME provided \$123,500 in Homeownership Assistance.

D.17. Please provide what year of funding you wish to use for this proposed project and the date that the funds will likely be fully expended.

Staff is requesting \$100,000 in FY 2024 HOME funds to serve at least 10 first time homebuyers to be expended over the 2024 program year.

Documentation

Project timeline

***No files uploaded*

Site map/diagram

***No files uploaded*

Site pictures

***No files uploaded*

Letters of commitment

***No files uploaded*

Project personnel resumes

***No files uploaded*

E. Budget

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E. Budget

Please provide the following information.

* - denotes ineligible CDBG funding activity

** - denotes ineligible HOME funding activity

E.1.

Activities	CDBG	HOME	Cash Applicant Providing	In Kind Services	Other
Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Architectural	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Housing Construction*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition and Site Improvements**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Improvements Construction**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Rehabilitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor Home Repair**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Infrastructure**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Homeownership Assistance	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office and Utilities (Costs only CDBG eligible for public services activities)**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Developer Fee for Housing Development (limited to 10% of total development cost)*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Administration**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TBRA Administration*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00

F. Required Documents

No data saved

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Required Documents

Please upload the following files:

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Articles of Incorporation ***Required**

***No files uploaded*

By-laws ***Required**

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Strategic Plan ***Required**

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Organizational chart ***Required**

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Site map/diagram

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Site pictures

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Letters of commitment

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Project personnel resumes *Required

***No files uploaded*

Certification

Completed by darcie.clark@como.gov on 5/2/2023 12:26 PM

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Certification

Please provide the following information.

LEAD AGENCY

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

Authorized Name and Title

Darcie Clark, Housing Specialist

Telephone

(573) 874-7244

Authorized Signature

Darcie Clark

Electronically signed by darcie.clark@como.gov on 5/2/2023 12:26 PM