

# Pittsburgh Housing Opportunity Fund (HOF) Homeowner Assistance Program EXHIBIT D: Application Narrative

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**Note: If applying only for tangled-title assistance funds please go directly to *Section V. Tangled-Title and Foreclosure Prevention Services Application***

## I. Eligibility Check List

Check  if statement is true.

- The proposing Program Administrator is a non-profit organization.
- The proposing Program Administrator completed at least five home renovations in 2017.
- The proposing Program Administrator has property damage liability and worker's compensation insurance.
- The proposing Program Administrator has the financial capacity to bridge at least \$30,000 prior to URA reimbursement (typically within 15 days of URA's certification of work completion/invoice received by URA)

## II. HAP Program Administrator Qualifications

	Organization Name	Mailing Address	Website Address	Federal Tax ID #
<b>Program Administrator</b>				
<b>Partner Organization 1 (if applicable)</b>				
<b>Partner Organization 2 (if applicable)</b>				

### 1. Total HOF Funding Request

Reminders:

- Maximum award amount per Program Administrator is \$650,000
- Maximum total project cost per household is \$30,000

### 2. Number of households to be rehabbed

a. Number of households at or below 30% AMI to be served

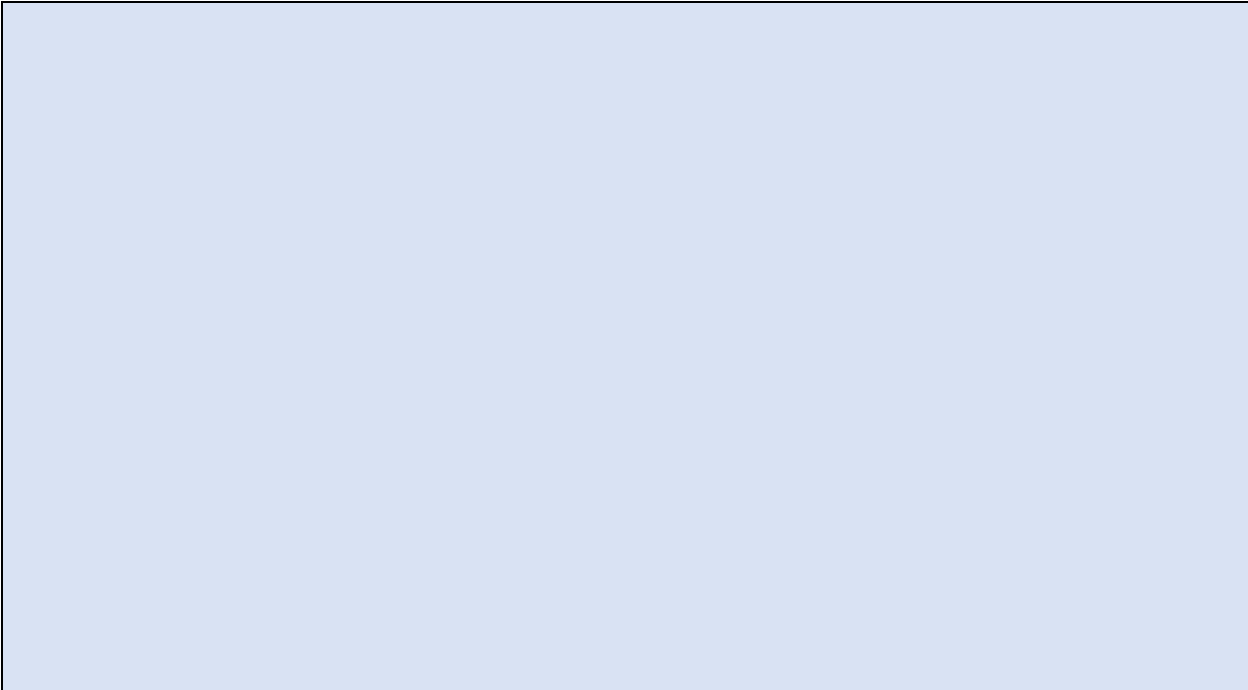
b. Number of households between 30% and 50% AMI to be served


Describe the proposing Program Administrator. Include history of the organization, home rehabilitation experience, organizational hierarchy. If responding organization(s) are forming a team, explain the relationship among the proposing team-members. Proposing Program Administrators must attach most recent financial audit (Attachment 1) and copy of not-for-profit certification (Attachment 2).

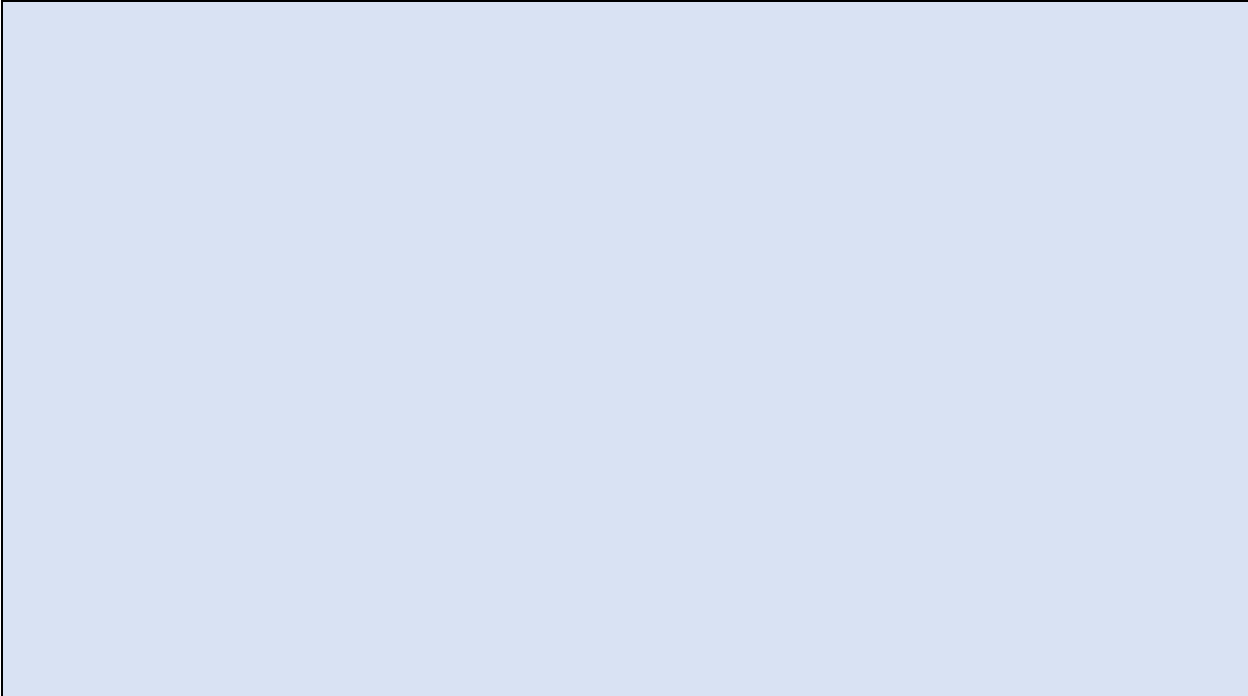
Describe what home rehabilitation services the proposing Program Administrator specializes in, if any? (e.g. weatherization, accessibility enhancements, code enforcement, exterior repairs, etc.)



Describe how construction management will be handled for purposes of HAP (handled by in-house paid staff? External consultant? Other?).



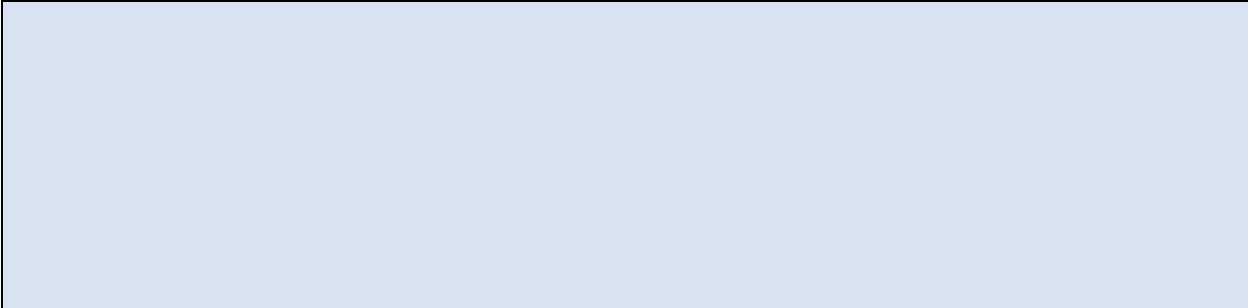
How many full-time staff does the proposing Program Administrator employ? How many part-time staff? How many staff people will work on HAP Program Administration if awarded funds?



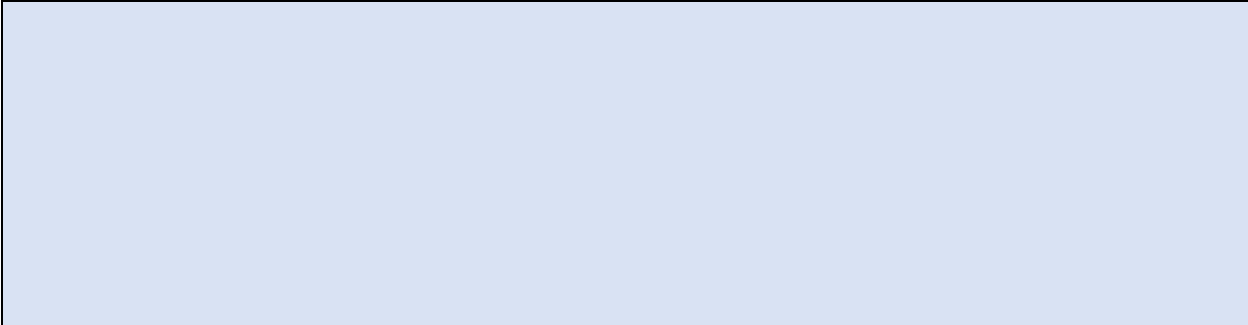
What area(s) of the City does the proposing Program Administrator currently do home rehabilitation work in?



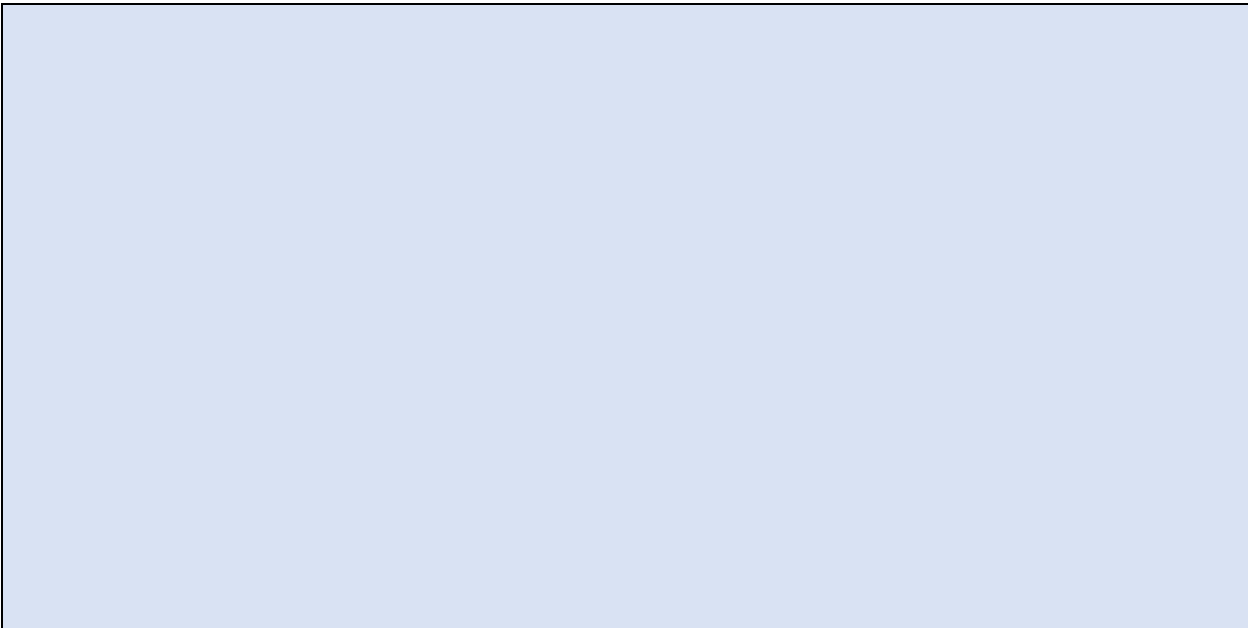
Would proposing Program Administrator be willing to do jobs City-wide?



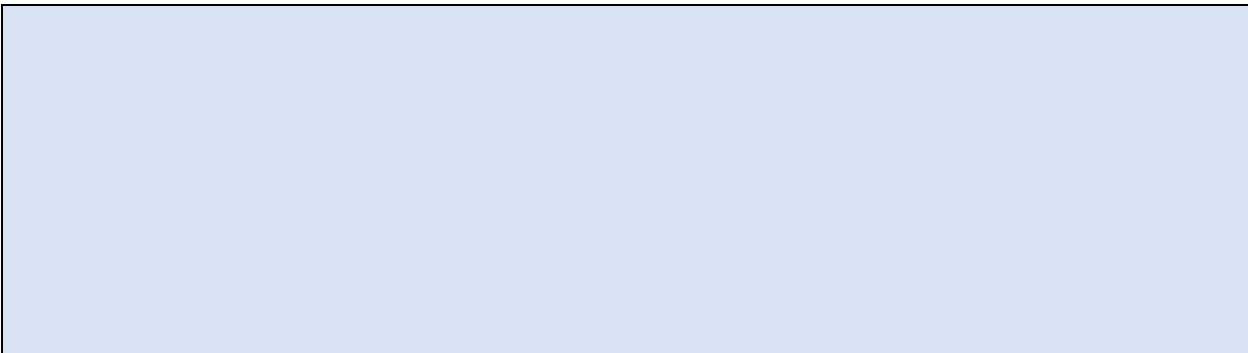
What area(s) of the City does the proposing Program Administrator want to focus in for the HAP?



Describe current community outreach strategies used to create proposing Program Administrator's existing pipeline of potential borrowers.



Has any member of proposing Program Administrator team done business with the URA in the past? If yes, explain.



### III. Pipeline Details

How many homes did the proposing Program Administrator rehab in the following years?

2016	
2017	
2018	

Provide two examples of home rehabs that the proposing Program Administrator has completed since 2016. Include details about project timelines, scope, budget, divisions of labor, project delivery costs – please provide sample project documents and before and after photos as Attachment 3.

How many households are in proposing Program Administrator's current pipeline?

How many households in proposing Program Administrator's pipeline are eligible for HAP (see RFP – pg. 5)?

How many households under 30% AMI?

How many households between 30%-50% AMI?

How many eligible households in proposing Program Administrator's pipeline have a prepared scope of work?

Please break down eligible households in proposing Program Administrator's pipeline by neighborhood. Note: Names and addresses are not needed for this section, please do not include.



#### IV. Frequently-Used Contractors

Please detail frequently used service providers for tasks related to home rehabilitation that proposing Program Administrator uses sub-contractors/external labor for. Note: These entries are non-binding but are for informational purposes.

Entity	Name	Phone Number	Contact Email Address	MBE?	WBE?
Carpentry					
Plumbing					
Electrical					
Architect					
Drywall					
Roofing					
Painting					
Landscaping					
Building Supply					
General Contractor					
Heating and Ductwork					
Construction Manager					

## V. Tangled-Title and Foreclosure Prevention Services Application

*This section is only required for those organizations that intend to apply for separate HAP funding for Tangled-Title and Foreclosure Prevention Services.*

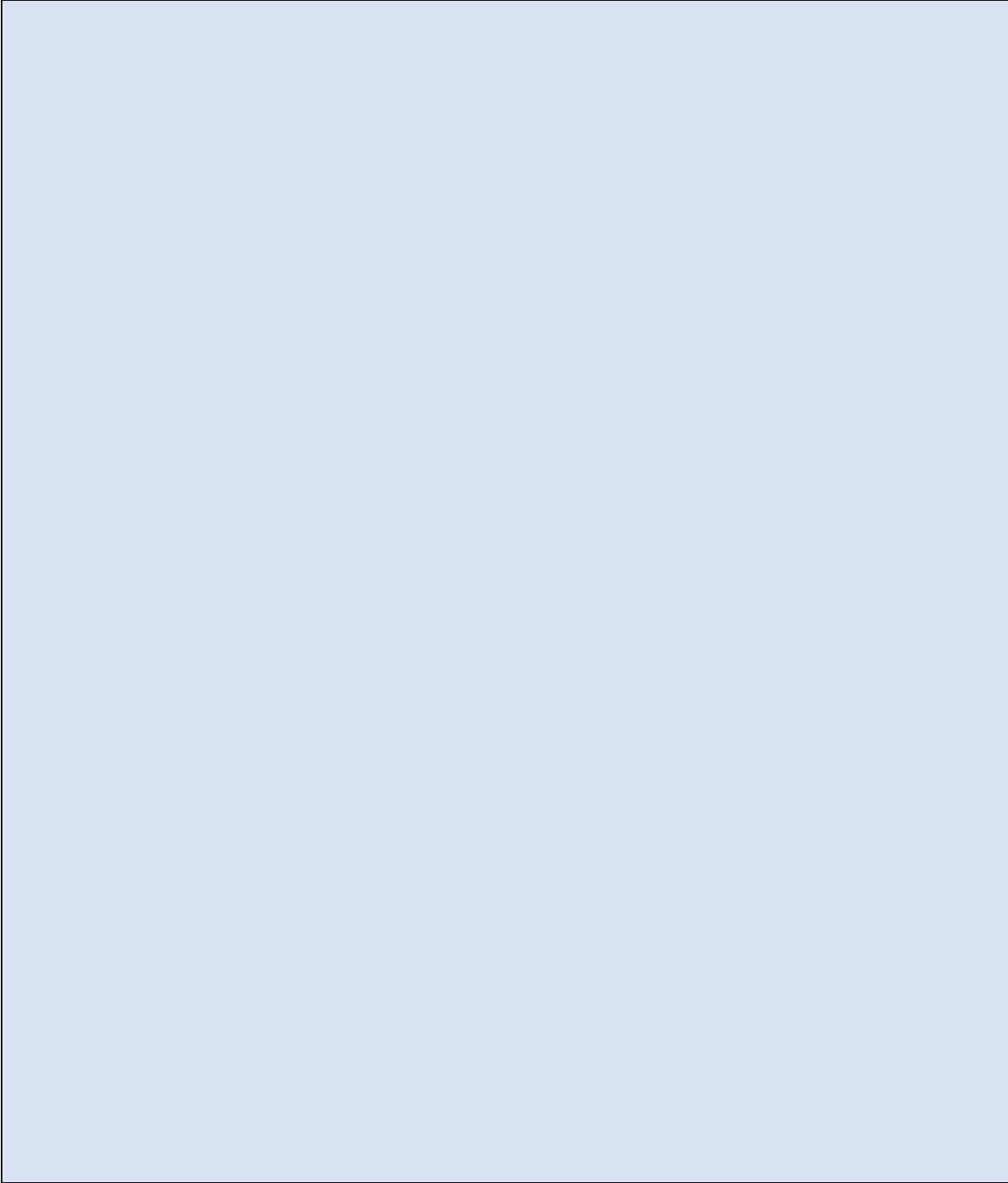
Social service providers may apply for funds to assist homeowners with incomes at or below 50% AMI with tangled-title and foreclosure prevention services. Total HOF HAP Funding for these services will be \$350,000 for the 2018 Allocation.

### **Tangled-Title and Foreclosure Prevention Services Funding Request**

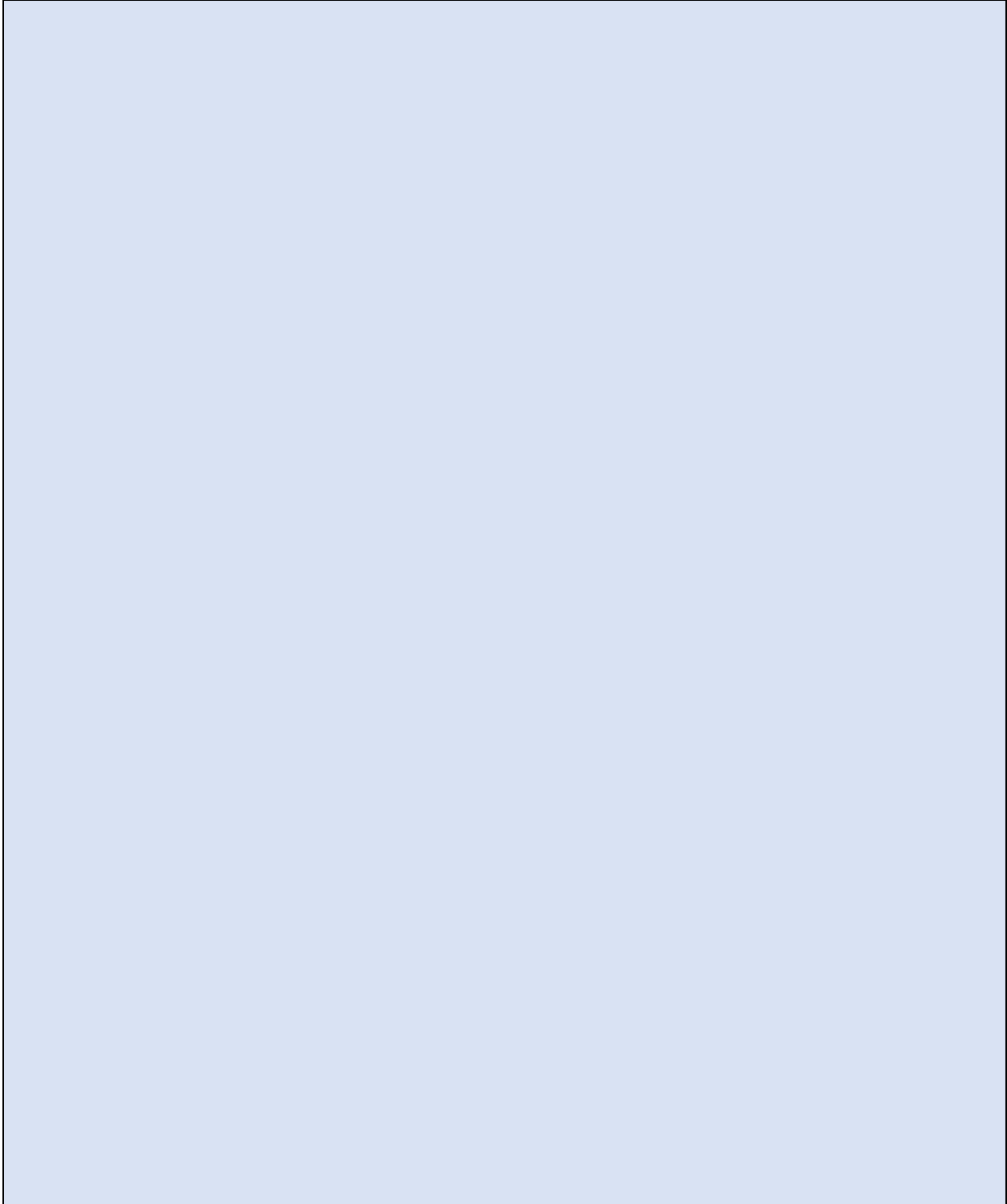
**a. Number of households at or below 30% AMI to be served**

**b. Number of households between 30% and 50% AMI to be served**


Describe the Proposing Tangled-Title/Foreclosure Prevention Services Provider. Include history of the organization, tangled-title/foreclosure prevention experience, organizational hierarchy. If responding organization(s) are forming a team, explain the relationship among the proposing team-members. Proposing Tangled-Title/Foreclosure Prevention Services Provider must attach most recent financial audit.



Describe how the Proposing Tangled-Title/Foreclosure Prevention Services Provider would reach potential clients, and the workflow that would then ensue once a client is identified. Please be as detailed as possible when describing how much time and funding is required for each step in the process.



## VI. Additional Information (Optional)

This section does not count for any additional points, however if there is any additional information about the proposing Program Administrator/Tangled-Title Service Provider that is believed to be significant to this application, please use the section below to provide such information, and/or supply additional attachments if necessary.

