

MANUFACTURED HOUSING REHABILITATION & RECYCLING PROGRAM

2015 APPLICATION PACKAGE

**SUBMISSION DEADLINE:
Tuesday, December 1, 2015**



DIVISION OF INDUSTRY SERVICES

**WISCONSIN DEPARTMENT OF
SAFETY AND PROFESSIONAL SERVICES**

<http://dsps.wi.gov>

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I. GENERAL PROGRAM INFORMATION

PURPOSE

The Wisconsin Department of Safety and Professional Services (DSPS), Division of Industry Services (DIS), makes Manufactured Housing Rehabilitation and Recycling (MHRR) program funds available to eligible applicants through a biennial funding cycle. DSPS will award funds to non-profit organizations for environmentally sound disposal of abandoned manufactured homes and critical repairs to owner-occupied manufactured homes. The State of Wisconsin provides funding for the MHRR Program through fees collected from the titling of manufactured homes.

DEFINITIONS:

Abandoned manufactured home: means a manufactured housing unit not legally occupied for six months; the unit is a wrecked or partially dismantled; or a derelict manufactured housing unit left unprotected from the elements. This shall include substantially damaged mobile homes.

Administrative costs: the expenses incurred by the grantee in providing funds to or on behalf of participating households. These may include such things as staff costs, office expenses, printing, mailing, travel, training, accounting, auditing, and reporting. Eligible organizations may generally request MHRR funds for the cost of administering the program of no more than 10 percent of the total housing assistance payments requested.

Accessibility: critical repairs include modifications to ensure an existing housing unit is usable by individuals with mobility or sensory impairments.

Annual Income: For determining household income, Industry Services uses the current federal Section 8 income levels, as established and published by the Department of Housing and Urban Development (HUD). Annual income includes the total household income from all income sources from all members of the household who are at least 18 years of age.

Critical Repair: a permanent improvement to an owner-occupied manufactured housing unit, including installation or replacement of: windows, doors, roofing, plumbing, water heater, heating system/furnace, insulation, tie downs, footing/foundation. The total cost of critical repairs needed shall not exceed 50 percent of the value of the manufactured home.

Handicapped: a person with a physical or mental impairment that substantially limits one or more of such person's major life activities; or a record of having such impairment; or regarded as having such impairment. However, such term does not include current, illegal use of or addiction to alcohol or a controlled substance as defined in section 102 of the Controlled Substances Act 21 USC 802.

Household: For the purposes of this program, household means one or more persons occupying a housing unit.

Housing Inspection: All housing units assisted with MHRR funds must be decent, safe, and sanitary, and meet applicable state and local codes upon completion of critical repairs.

Low Income: means gross annual household income that is at or below 80 percent of the county median income, adjusted for household size.

Manufactured Home: has the meaning given in Wis. Stat. §101.91(2). A structure or mobile home which is designed to be used as a dwelling with or without a permanent foundation and which is certified by the federal Department of Housing and Urban Development as complying with the standards established under 42 USC 5401 to 5425.

Project-Related Soft Costs: These are costs directly related to carrying out a specific critical repair activity. Grantees may charge these as project costs. Soft costs include appraisals, construction inspections and oversight, preparation of work specifications, and relocation services. The total of project-related soft costs may not exceed 10 percent of the activity cost, with the exception of relocation services.

Rehabilitation: Rehabilitation means permanent, critical repairs to the home. The intent of these repairs is to ensure that the home meets all applicable state and local codes and passes an inspection by an individual with technical expertise in manufactured housing ensuring the unit is decent, safe, and sanitary.

Religious Activities: Organizations that receive funds through the MHRR program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services directly funded under this program. If an organization conducts such activities, they must offer the activities separately, in time or location, from the program activity and participation must be voluntary for the program beneficiary.

Very-low Income: means gross annual household income that is at or below 50 percent of the county median income adjusted for household size.

FUNDS AVAILABLE

DSPS will award up to \$80,000 in MHRR funds. DSPS will release the funds to successful applicants in two phases: Phase one funds will be available around January 1, 2016; phase two funds will be available around July 1, 2016 depending on substantial progress in phase one and availability of funds.

- Phase One: January 1, 2016 to June 30, 2016 with up to \$40,000 in MHRR funds awarded.
- Phase Two: July 1, 2016 to June 30, 2017 with up to \$40,000 in MHRR funds awarded.

Eligible applicants may apply for funding for disposal of abandoned manufactured housing, completion of critical repairs to owner-occupied manufactured housing, and costs to administer the program.

Actual funding requests should reflect agency capacity, service area, and activities proposed. Applicants are strongly encouraged to work together with other organizations to provide statewide availability of funding.

ELIGIBLE APPLICANTS

An applicant is eligible to apply for funding under the MHRR program if the organization is a nonprofit organization identified under sec. 501(a) of the Internal Revenue Code as tax exempt. An applicant may submit only one MHRR Program application per competition. DSPS does not make funding awards to individual households or municipalities.

Prior Recipient Eligibility

Grantees that have received notification of violations of program rules, related audit issues, or monitoring findings from any Division of Industry Services housing contracts must resolve the violations to the Division's satisfaction prior to receiving a grant through the MHRR program.

ELIGIBLE ACTIVITIES

Grantees may use MHRR funds to:

- assist eligible homeowners with critical repairs of their primary residence
- assist municipalities and organizations involved in disposal to ensure environmentally sound disposal of abandoned manufactured homes

Eligible property types:

For owner-occupied activities, "eligible property" shall be a manufactured home that will serve as the owner's principal residence. At the time of activity completion, the manufactured housing unit must have permanent utility hook-ups connected. The unit must be located on land owned by the manufactured housing unit's owner, or on land for which the manufactured housing unit owner has a lease for a period of at least one year.

Property standards:

All MHRR-assisted properties must meet certain standards:

- Housing repaired with MHRR funds must meet all applicable State and/or local codes, rehabilitation standards and ordinances, and zoning ordinances. Industry Services encourages Energy Star® improvements, installations, and other energy efficient improvements in housing.
- Abandoned manufactured homes must be disposed of utilizing environmentally sound disposal practices.

Administrative Costs:

Applicants may request MHRR funds for the cost of administering the program of not more than 10 percent of the total housing activity funds requested.

AWARD PROCESS

DSPS must receive all applications by Tuesday, December 1, 2015 to be eligible for consideration. DSPS will review each application for completeness. DSPS will hold meetings with eligible applicants in December to decide the final allocation of funds. This will be a negotiation between the applicants and the MHRR program manager. The Secretary of the Wisconsin Department of Safety and Professional Services will make final decisions and awards. Within 60 days of award, grantee will enter into a contract with the Division of Industry Services.

The Division of Industry Services reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions or procedures contained herein. The Division may exercise such right at any time without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

II. APPLICATION INSTRUCTIONS

SUBMITTAL INSTRUCTIONS

Applications for a grant under the Manufactured Housing Rehabilitation and Recycling (MHRR) program must follow the format prescribed below. Please number all pages of your completed application consecutively, including all appendices.

Applicants must submit an original and one copy of the complete application by Tuesday, December 1, 2015. If applications are not properly completed and/or not received, postmarked, or identified by a commercial carrier processing date on or before the due date, DSPS will return those applications to the sender without further consideration. DSPS must receive hand delivered applications at the Division of Management Services by 4:00 p.m. on Tuesday, December 1, 2015. DSPS considers a submitted application final and not eligible for any further revision.

TITLE PAGE AND SUBMITTAL AUTHORIZATION

Complete the following items for an application for consideration for funding:

- the applicant name and mailing address of main office (if more than one office)
- the street address of main office
- FEIN number
- Agency Email: please provide the email address for the person at the agency designated to receive announcements/information pertaining to grants
- Contact: provide the name, telephone number, and email of the person who prepared the application and can answer questions related to the application information.
- Proof of tax exempt status—include in the Appendix
- Form W-9 – Request for Taxpayer Identification Number and Certification

SUBMITTAL AUTHORIZATION: An official of the eligible applicant authorized to sign for the applicant must execute the submittal authorization. DSPS will only accept an ORIGINAL signature. Do NOT submit photocopied or stamped signatures.

Total funds requested: include the total of administrative funds and housing activity funds requested for the MHRR program.

Proposal Time Span: All contracts will end June 30, 2017. DSPS will release funds upon signing of the contract by all parties and submission of required contract information. Grantees must complete all housing activities undertaken under this contract no later than May 31 each year. Grantees may complete and closeout contracts prior to the end of the performance period.

- Phase One Contract Period: January 1, 2016 to June 30, 2016 (Complete housing activities by May 31, 2016 and close out by June 30, 2016).
- Phase Two Contract Period: July 1, 2016 to June 30, 2017 (Complete housing activities by May 31, 2017 and close out by June 30, 2017).

TABLE OF CONTENTS

Prepare a table of contents with page numbers noted for each section and for each appendix. Please number all pages consecutively.

SECTION A: BUDGET SUMMARY

Complete the form by supplying the amount of funding requested for each activity proposed in this application and the number of households to receive assistance.

Please note:

- Divide housing activity between disposal of abandoned units and critical repairs to owner-occupied units.
- For critical repairs, indicate the total dollar expenditure and the number of households to receive assistance, broken out by income level. The income of owner-occupied households receiving assistance must not exceed 80 percent of the county median income (CMI).
- For abandoned manufactured home disposal, indicate the total dollar expenditure and the total number of units.
- Administrative funds are separate – do not include in the housing assistance line.

Sub-total Housing Assistance: is the total amount of housing assistance funding requested for the proposed activities.

Administration: The maximum is 10 percent of the housing assistance funds requested.

Total MHRR Request: is the sum of the housing assistance requested plus the administration funds requested. Check your addition!

SECTION B: ADMINISTRATIVE BUDGET

This section provides information on the use of administrative funds for purposes other than salary of staff and day-to-day operational costs.

Contractual services: This includes such items as legal, audit, inspection, and consultant costs paid with administrative funds. Funded applicants will need to complete a Request for Proposal for these services to be eligible MHRR expenses.

Fees charged to program beneficiaries and/or third parties: This includes both out-of-pocket charges and non-repair costs. Examples of fees may include inspection fees, construction administration. Funding sources may be program beneficiary, MHRR administration, or MHRR housing assistance.

Fees rolled into the program beneficiary's critical repair assistance must be reasonable and necessary. These are project-related soft costs and may not exceed 10 percent of the repair activity cost. The one exception to this is payments for relocation services.

SECTION C: NARRATIVE

Information provided in this section will help DSPS understand what you plan to do with the funds, the population(s) you intend to serve, and the service area.

Service Area

List the geographic area you intend to serve by this proposal, broken out by county, municipality, town, or the State of Wisconsin (e.g., Jefferson County or City of Appleton and the Cities and Towns of Neenah and Menasha).

Provide a map of the service area that clearly identifies the boundaries of the service area (e.g., outlines the border of the city, county, or town). If applicant is proposing a statewide service area, a map is not required.

Program Design

1. Housing Critical Repair:

Basis for assistance amount: Discuss how the amount of MHRR assistance needed for an applicant is determined. Do you provide 100 percent of the repair assistance? Is the homeowner required to provide a portion of the funds for repair activities?

Terms and conditions of assistance: If you intend to provide assistance as a grant, how often can recipients of owner-occupied rehabilitation request assistance—one time per contract, one time per year, or only one time up to a maximum dollar amount?

Payment of assistance: Will you provide assistance directly to rehab contractors? Will assistance be a single party or two-party check?

2. Abandoned Manufactured Home Disposal:

Amount of assistance: Fill in the average amount of assistance per unit the proposed program will provide to a disposal company or a municipality for the proposed program activity.

Discuss how this amount was determined and items covered (e.g., dismantling the home, transporting to landfill, tipping fees, or asbestos removal).

Program Beneficiaries

How will you market your program to reach your target population, assure underserved populations are aware of the program, and reach special needs populations?

Do you have priorities for assisting critical repair applicants? How often will you update waiting lists?

SECTION D: IMPLEMENTATION SCHEDULE

Provide on Section D a breakdown by quarter of activities you will accomplish. This document is located on page III-5. The schedule should indicate activities that you will complete by the end of each quarter; including number of owner-occupied households assisted and number of abandoned units recycled.

Complete all housing activities by May 31. Submit all payment requests and the Contract Completion Report form no later than June 30. Maximum payment requests are one per month.

- Phase One Contract Period: January 1, 2016 to June 30, 2016 (complete housing activities by May 31, 2016 and complete payment requests by June 30, 2016).
- Phase Two Contract Period: July 1, 2016 to June 30, 2017 (complete housing activities by May 31, 2017 and complete payment requests by June 30, 2017).

SECTION E: APPLICANT PROFILE

Include information on agency and/or staff experience with successful implementation of the type of housing activity proposed in this application.

Have you implemented similar programs using other funding sources? Describe. Include information on the number of units completed in a calendar year.

What was the average time for job completion?

If this is a collaborative application, please provide information regarding the other agency/agencies experience with housing programs.

Staff positions: which staff positions will administer the housing program? List the duties for that position. What percent of time does that position to the various MHRR duties?

For example:

POSITION	DUTIES	PERCENTAGE OF TIME
Administrator	Application Intake, income verification	30 percent
Inspector	Inspection-Initial, follow-up and final	50 percent

APPLICATION PACKAGE:

The DSPS reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions or procedures contained herein. DSPS may exercise such right at any time without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

GRANT AWARD PROCESS:

DSPS must receive all applications by Tuesday, December 1, 2015 to be eligible for consideration. DSPS will review each application for completeness. DSPS will hold meetings with eligible applicants in December to decide the final allocation of funds. This will be a negotiation between the applicants and the MHRR program manager.

DSPS reserves the right to adjust the award amount from the amount requested in the application based on the following criteria:

- Capacity to complete the proposed activities
- Technical expertise with manufactured housing
- Geographic coverage of activities
- Funding availability and other housing grants currently available in the service area
- Performance and progress in any and all other DHCD programs
- Financial audit results from any and all other DHCD programs

Applicants must submit all of the information requested in this application package in order to be eligible for funding in 2015-2017. All application materials must be post-marked or hand-delivered by **Tuesday, December 1, 2015.**

Please submit the application to: Brian Bell, Budget & Policy Analyst
 Division of Management Services
 Wisconsin Dept. of Safety and Professional Services
 P.O. Box 8368
 Madison, WI 53708-8368

III. APPLICATION FORM

MANUFACTURED HOUSING REHABILITATION & RECYCLING PROGRAM

Name of Applicant: _____

Mailing Address: _____

Street Address (if different): _____

FEIN #: _____ Agency Email: _____

Contact: _____ Telephone #: _____

Email: _____

SUBMITTAL AUTHORIZATION

TO BE SIGNED BY OFFICIAL AUTHORIZED TO COMMIT APPLICANT AGENCY TO THIS AGREEMENT.

On behalf of _____ (Applicant), I submit this application for the 2015-2017 Manufactured Housing Rehabilitation & Recycling Program. To the best of my knowledge, all information contained herein is accurate and complete as stated.

Signature

Date

Printed Name

Title

Phone Number

Total Funds Requested (Phase One January 1, 2016–June 30, 2016): \$ _____

Total Funds Requested (Phase Two July 1, 2016–June 30, 2017): \$ _____

(Include administrative in the amounts above.)

SECTION A: BUDGET SUMMARY

Phase One: January 1, 2016 to June 30, 2016

ACTIVITY	FUNDS REQUESTED	HOUSEHOLDS/UNITS ASSISTED	
		Households By Income Level	
	\$\$	≤50 percent	51-80 percent
Critical Repairs			
		Number of Units	
Abandoned Home Disposal			
SUB-TOTAL HOUSING ASSISTANCE			
Administration			
TOTAL MHRR REQUEST			

Phase Two: July 1, 2016 to June 30, 2017

ACTIVITY	FUNDS REQUESTED	HOUSEHOLDS/UNITS ASSISTED	
		Households By Income Level	
	\$\$	≤50 percent	51-80 percent
Critical Repairs			
		Number of Units	
Abandoned Home Disposal			
SUB-TOTAL HOUSING ASSISTANCE			
Administration			
TOTAL MHRR REQUEST			

MHRR Administrative funds are limited to 10 percent of the housing assistance funding requested.

SECTION B: ADMINISTRATIVE BUDGET

Contractual Services: List and describe any contractual services that will be paid with MHRR administrative funds (e.g., consultant, legal, audit)

Fees charged: Identify and describe fees (if any) charged directly to applicants, beneficiaries, and/or third parties.

Phase One: January 1, 2016 to June 30, 2016

FEE	FUNDING SOURCE	AMOUNT CHARGED PER UNIT
Inspection		
Construction Administration		
Other (List):		

Phase Two: July 1, 2016 to June 30, 2017

FEE	FUNDING SOURCE	AMOUNT CHARGED PER UNIT
Inspection		
Construction Administration		
Other (List):		

Some of the above-listed fees may include project/activity soft-costs. If charged to the housing activity the total amount may not exceed 10 percent of the housing activity assistance provided.

SECTION C: NARRATIVE

Service Area

List the geographic area(s) you intend to serve by this proposal. Include map of service area in Appendix. If service area is the State of Wisconsin, no map is required.

Program Design

For **each** activity (See Section A: Budget Summary for list of activities) proposed, please discuss:

1. Housing Critical Repair

Average amount of assistance per household: \$_____

What is the basis for assistance amount?

What are the terms and conditions of assistance?

2. Abandoned Home Disposal

Average amount of assistance per unit: \$_____

Discussion of how amount was determined.

Program Beneficiaries

Describe the outreach process used to ensure that all eligible households, particularly underserved populations, in the service area are aware of the program.

If you utilize a waiting list, describe the prioritization process and the procedures for keeping it current.

SECTION D: IMPLEMENTATION SCHEDULE

Provide an implementation schedule by calendar quarter.

TIMETABLE

<u>On or Before</u>	<u>Activity</u>
01/01/2016	Execute grant contract Establish record keeping system
03/31/16	Submit Quarterly Report Close _____ owner-occupied repair activity(s) (total _____) Assist _____ abandoned units for disposal (total _____)
05/31/16	Complete housing activities.
06/30/16	Submit all payment requests and Contract Completion Report prior to June 30 for Phase One activities. Submit Quarterly Report Close _____ owner-occupied repair activity(s) (total _____) Assist _____ abandoned units for disposal (total _____)
09/30/16	Submit Quarterly Report Close _____ owner-occupied rehabilitation activity(s) (total _____) Assist _____ abandoned units for disposal (total _____)
12/31/16	Submit Quarterly Report Close _____ owner-occupied rehabilitation activity(s) (total _____) Assist _____ abandoned units for disposal (total _____)
03/31/17	Submit Quarterly Report Close _____ owner-occupied rehabilitation activity(s) (total _____) Assist _____ abandoned units for disposal (total _____)
05/31/17	Complete housing activities.
06/30/17	Submit all payment requests and Contract Completion Report prior to June 30 for Phase Two activities.

SECTION E: APPLICANT PROFILE

Describe your organization, including the following information:

1. Describe your organization's experience in providing the type of housing activity(s) proposed in this application. Include information on the number of units per year completed, and length of time for average job from time of client application to job completion.
2. Identify key staff positions responsible for administering the program and the percentage of time each position will be involved in the proposed activities. The following duties must be included: Application intake, income verification, and inspection.

If this is a collaborative application, complete the chart for each agency.

POSITION	DUTIES	PERCENTAGE OF TIME

SECTION F: APPENDIX

Include the following in Section F:

- Proof of tax-exempt status
- Map of service area (if applicable)
- Form W-9 – Request for Taxpayer Identification Number and Certification

IV. ATTACHMENTS

HOUSEHOLD INCOME LIMITS

The HUD household income limits are calculated using the same methodology that HUD uses for calculating the income limits for the Section 8 program, in accordance with Section 3(b)(2) of the U.S. Housing Act of 1937, as amended. HUD estimates of median family income, with adjustments based on family size are the basis for these limits.

Calculate family sizes in excess of eight persons by adding eight percent of the four-person income limit for each additional family member. That is, a nine-person limit should be 140 percent of the four-person limit; the 10-person limit should be 148 percent.

Please see *Household Income Limits* on the Manufactured Housing Rehabilitation and Recycling section of the Dept. of Safety and Professional Services website: <http://dsps.wi.gov>.