

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED November 15, 2005	Applicant Identifier
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Kansas Housing Resources Corporation		Organizational Unit: Department: Homeownership and Rental Housing Divisions	
Organizational DUNS: 137043662		Division:	
Address: Street: 611 S. Kansas Avenue, Suite 300		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Joey	
City: Topeka		Middle Name G.	
County: Shawnee		Last Name Bahner	
State: Kansas	Zip Code 66603-3803	Suffix:	
Country: United States of America		Email: jbahner@kshousingcorp.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 71-0950729		Phone Number (give area code) (785) 296-0081	Fax Number (give area code) (785) 296-8985
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) See back of form for description of letters. Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) A. State Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-239 TITLE (Name of Program): HOME Investment Partnerships Program		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): State of Kansas		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: First Time Homebuyers Homeowner Rehab Community Housing Development Organizations Tenant Based Rental Assistance	
13. PROPOSED PROJECT Start Date: 01/01/2006 Ending Date: 12/31/2006		14. CONGRESSIONAL DISTRICTS OF: a. Applicant All Kansas Districts b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 7,736,644.⁰⁰	a. Yes. <input type="checkbox"/>	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	\$.⁰⁰		DATE:
c. State	\$.⁰⁰	b. No. <input checked="" type="checkbox"/>	PROGRAM IS NOT COVERED BY E. O. 12372
d. Local	\$ 15,390,137.⁰⁰	<input type="checkbox"/>	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$ 162,438.⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$.⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 23,289,219.⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Stephen	Middle Name R.	
Last Name Weatherford		Suffix	
b. Title President		c. Telephone Number (give area code) (785) 357-4445	
d. Signature of Authorized Representative		e. Date Signed October 31, 2005	

Home Investment Partnerships Program

State Use of Funds

Consistent with the Consolidated Plan, the Kansas Housing Resources Corporation's HOME Investment Partnerships Program (HOME) will distribute funds primarily through a competitive selection process to state recipients and/or subrecipients. The Kansas Housing Resources Corporation (KHRC) will make all funding decisions. Table 1 shows the projected use of HOME funds and American Dream Downpayment Initiative (ADDI) funds for federal fiscal year (FFY) 2006.

Matching funds are a requirement for HOME in FFY 2006. Grant recipients will be encouraged to provide their match for the HOME funds. Any shortfall will be covered by funds that the KHRC designates from its Housing Fund to match the FFY 2006 allocation.

The KHRC will set aside 10 percent of the HOME FFY 2006 allocation for administrative reserve. Up to one half of the 10 percent set-aside will be made available to grant recipients for administration, and will be limited to reimbursement of expenses actually incurred by the recipients.

The KHRC reserves the right to reject an application for HOME or ADDI funds if the project is not cost effective or consistent with HOME or ADDI Program priorities and objectives.

All HOME and ADDI loan and grant categories require compliance with the K.S.A. 58-1402 Accessibility Standards, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Fair Housing Act, as applicable.

ADDI Strategy

As planned use, the KHRC will assist 201 households with First Time Homebuyer (FTHB) assistance, including 16 with the ADDI. Minorities will compose an estimated 20 percent of the homebuyers, approximately 53 households. Kansas will contribute to the national goal of 5.5 million more minority homeowners by 2010.

As targeted outreach, the KHRC will provide expanded FTHB training to the Kansas Lenders Consortium, by including ADDI. As a new outreach effort, the KHRC will coordinate with the Kansas Chapter of the National Association of Housing and Redevelopment Officials to publicize ADDI opportunities for public housing residents. Also, as new outreach, the KHRC will coordinate with the Kansas Manufactured Housing Association to publicize ADDI opportunities for manufactured house residents. Further, as proactive networking, the KHRC will publicize ADDI opportunities through its existing housing programs, especially the Community Services Block Grant and Emergency Shelter Grant.

To ensure suitability of families, the KHRC will screen ADDI applicants for homebuyer assistance under its established HOME criteria for the FTHB program. This includes HOME pre-purchase counseling and recapture guidelines.

KANSAS HOUSING RESOURCES CORPORATION

HOME DISTRIBUTION-FY 2006

Distribution of Funds	HOME Dollars	HOME Percent	Estimated Matching Dollars	Estimated Dollars per Unit - HOME	Estimated Dollars - Private	Approximate Number of Units
HOME Rental Development/CHDO's	\$ 1,547,329	20	\$ 386,832	\$ 25,000	\$ 408,100 <small>(\$5,300 *77 units)</small>	77
Tenant Based Rental Assistance	\$ 1,160,497	15	290,124	5,400 <small>(\$225/mo x 24 mos)</small>	-	269
Homeowner Rehabilitation	\$ 1,934,161	25	483,540	25,000	-	97
Homeowner 1st Time Homebuyers	\$ 1,934,161	25	483,540	12,000	-	201
American Dream Downpayment Initiative (ADDI)	\$ 162,438	*	-	10,000	-	16
Lenders Consortium (Leveraged \$---> HOME 30% - Private 70%)					13,338,000 <small>(\$54,000 *247 units)</small>	
TOTAL HOME ASSISTANCE	\$ 6,738,586	85				660
TOTAL MATCH			\$ 1,644,037			
TOTAL LEVERAGING DOLLARS					\$ 13,746,100	
Participating Jurisdiction Admin Reserve	\$ 773,664	10				
CHDO Operating Expense Set-aside	\$ 386,832	5				
Total HOME & ADDI Allocation	\$ 7,899,082	100				
Total 2006 HOME Allocation	\$ 7,736,644	*American Dream Downpayment Initiative (ADDI) percentage not included in total. ADDI allocation is separate from 2006 HOME allocation provided HUD. No match requirement for ADDI and no Admin Reserve. NOTE: KHRC will make available approximately \$3 million of reallocated prior year HOME funds and KHRC Loan Funds for Rental Housing Development				
Total ADDI (2006)	\$ 162,438					
Total All HOME Allocation	\$ 7,899,082					
Total Match	1,644,037					
Total Leveraging Dollars	13,746,100					
GRAND TOTAL	\$ 23,289,219					

First Time Homebuyers

Resources Expected. Approximately \$2.1 million, including the ADDI.

Proposed Activities. The First Time Homebuyers program, including the ADDI, will be administered in partnership with lending institutions. The State will enter into agreements with lenders to provide leveraging of the funds allotted to the program.

Specific Objectives. The State has established a lender's consortium to leverage funds for First Time Homebuyers downpayment assistance, including under the ADDI. Private lenders are expected to leverage the funds by providing first mortgage loans.

Priority Needs. A qualified First Time Homebuyer, who needs accessibility modifications made to a property to enable her/him to use the home as her/his principal residence, may apply for funds in addition to the downpayment assistance. Up to \$5,000 can be made available for permanent modifications to the homes, if non-federal funding is available.

Geographic Areas. Program funds are made available for first-time homebuyer activities on a first come, first-served basis to applicants outside the entitlement jurisdictions of Kansas City, Johnson County, Lawrence, Topeka, and Wichita.

Distribution of Funds. Funds are distributed to eligible applicants on a first come, first-served basis.

Criteria for Selection. Families assisted must be low-income, 80 percent or below of area median income. They must be first-time homebuyers, utilizing the homes purchased as their principal residences for the required affordability period.

Threshold Factors. The families must not pay more than 30 percent of their incomes toward their housing debt ratio. They must invest \$500 or two percent of the sale price, whichever is greater. A buyer can invest more than two percent only to cover closing costs.

Grant Size Limits. For HOME, up to 30 percent of the purchase price of a unit, up to \$25,000, will be made available to qualified buyers to assist with downpayments, closing costs, and legal fees. For ADDI, up to \$10,000 will be available for qualified buyers.

Recapture. The soft second mortgage will be forgiven proportionately over a period of 60 months, if less than \$15,000; or, over a period of 120 months, if \$15,000 to \$25,000. The interest-free mortgage portion of the subsidy will be repaid in full upon transfer of title any time within the initial 10-year period.

Therefore, restrictions are as follows:

<u>Subsidy Amount</u>	<u>½ Soft Second</u>	and	<u>½ Interest Free Mortgage</u>
Up to \$14,999	5 years		10 years
\$15,000-\$25,000	10 years		10 years

Homeowner Rehabilitation

Resources Expected. Approximately \$2 million.

Proposed Activities. HOME program funding will be allocated under written agreement to local jurisdictions that apply as third-party program administrators, referred to as State recipients, on a competitive basis, after meeting organizational capacity and threshold requirements for rehabilitating existing owner-occupied housing in their communities.

Priority Needs. After thresholds have been met, rating criteria will favor local areas with the greatest amount of housing in need of rehabilitation, compared to other applicants. Priority will also be given to applicants that propose to undertake rehabilitation of property owned by elderly homeowners and those with the lowest incomes. Other priority needs will be persons with disabilities.

Specific Objectives. Through partnership with local governments, funding will support the objective of the HOME program to provide affordable housing to lower income households by expanding and maintaining the supply of decent, safe, sanitary, and affordable housing through rehabilitation of existing housing stock. All Homeowner Rehabilitation funds are to be used to assist households with incomes less than 80 percent of area median income.

Geographic Areas. Program funds are made available for homeowner rehabilitation activities to local units of government, outside the entitlement jurisdictions of Kansas City, Johnson County, Lawrence, Topeka, and Wichita.

Distribution of Funds. Funds will be distributed, on a competitive basis, after thresholds have been met and applicants have demonstrated organizational capacity to deliver a federally funded housing program with a construction/rehabilitation component in a cost-effective manner.

Criteria for Selection. Applicants are selected based on an organization's ability to carry out all required federal and state regulations and policies; demonstration of knowledge and experience with construction methods, practices of building, housing codes inspection, specifications writing, and construction project management.

Threshold Factors. An applicant's organizational capacity to perform a program with a construction/rehabilitation component will be reviewed. An applicant must provide evidence of having qualified building and housing code inspectors, who have the ability to prepare detailed sets of construction/rehabilitation work specifications for bid; also, an applicant must have qualified lead-based paint hazard reduction contractors. The performance of applicants with awards from previous years will be reviewed. Due to the need for planning and organizing to deliver a program with a construction management component and new lead-based paint requirements, all new applicants will be required to first attend pre-application conferences.

Grant Size Limit. \$300,000.

Recapture. Because federal spending deadlines are mandated, organizations must be ready to deliver the program, having the required capacity and necessary skills in housing construction or rehabilitation already in place. Twelve months after commencement, funding will be recaptured and made available to other entities, if a recipient has not yet committed any funds. After

twenty-four months, funds left uncommitted to specific projects will be recaptured and reallocated.

HOME Rental Development

Resources Expected. Approximately \$2.2 million

Proposed Activities. Eligible activities under the HOME Rental Development Program (CHDO) will be acquisition and rehabilitation of existing rental housing, rehabilitation of existing rental housing, new construction of rental housing. Renters who earn no more than 60 percent of the area median gross income must initially occupy 90 percent of the rental units, and the rent on those units cannot exceed the HOME maximum rents.

Specific Objectives. Through partnership with non-profit and for-profit developers, funding will support the objective of the HOME program to provide affordable housing to lower income households by expanding and maintaining the supply of decent, safe, sanitary, and affordable rental housing, expand the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private sector participation.

To satisfy the Community Housing Development Organizations (CHDO) set-aside requirements of the HOME program, the KHRC shall reserve an amount equal to 15 percent of the total 2006 HOME allocation for CHDOs acting as owner, developer, or sponsor of a housing development.

The KHRC may also allocate up to 5 percent of the total HOME allocation for CHDO operating expenses. The amount awarded is entirely at the discretion of the KHRC, and funds not utilized for CHDO operating may be allocated as CHDO housing development funds.

Geographic Areas. The Kansas Housing Resources Corporation (KHRC) will approve applications that achieve an equitable geographic distribution of funds and that are consistent with the Consolidated Plan, within the limitations of the funds available and the applications received. The scoring criteria will reflect a desired preference for activities outside local HOME jurisdictions and metropolitan statistical areas.

Distribution of Funds. The application process for HOME housing development funds is competitive.

Criteria for Selection. A formal system will be used to evaluate, select, and fund applications for loans. The selection criteria are designed to facilitate an objective assessment of the housing needs of the area and the applicant's knowledge and experience with construction methods, practices of building, housing codes inspection, specifications writing, construction project management and property management.

Threshold Factors. Before an application is scored and ranked, it must meet the threshold requirements:

1. The application must be for a qualified residential rental development that meets the HOME Program requirements at 24 CFR Part 92, as amended;

2. The development must meet the low-income housing priorities as identified in the applicable state or local Consolidated Plan. (See pages 75-82 in the 2004-2008 Kansas Consolidated Plan.)
3. The development is ready to proceed as documented by:
 - a. Evidence of site control with an option for at least six months beyond the application deadline; or a recorded deed;
 - b. Zoning approval or application for zoning approval with a letter from the zoning administrator citing that the zoning request is consistent with the local plan or that the local plan could be changed to be consistent with the zoning request;
 - c. Evidence of availability of adequate utilities at the site;
 - d. Commitment letters for all sources of financing;
 - e. Affidavit of compliance with accessibility design requirements of the Americans with Disabilities Act relating to the public and common areas, the Americans National Standards Institute 117.1 (1986) for all first level living units and the KHRC Architectural Procedures and Minimum Development Standards for the total development.
 - f. Inclusion with the application of all other documentation listed as (MANDATORY) in the "Submission Requirements Checklist" at the end of the application;
4. A commitment with KHRC to extend the low-income housing use of the development beyond the initial compliance period of 15 years for an additional period of at least 15 years; (Note: The statutory right of regulated sale in the 15th year is preserved).
5. Rural Development (RD) Form AD 622 commitment, if applicable;
6. For CHDO applicants:
 - a. CHDO must be a certified Community Housing Development Organization by the Kansas Housing Resources Corporation.
 - b. The CHDO must have an ownership interest (either directly or through a partnership) in the development, must be at least the managing member, and must materially participate, on a regular, continuous, and substantial basis, in the development, operation and the management of the project throughout the entire compliance period.
7. A complete application - any application that is not complete may be automatically rejected.
8. The application should generally not exceed \$300,000.
9. Applicants must submit a completed Internal Revenue Service (IRS) Form 8821 (Rev. 9-98) as a condition of the application

Types of Assistance

HOME Rental Development and KHRC Housing Fund loans will be structured as 20- or 30-year amortizing loans at the *applicable federal rate*. HOME funds provided as part of CHDO set-aside will be structured as 20-year deferred loans, at 3% interest.

Recapture. Because federal spending deadlines are mandated and because of the demand for rental housing, owner/developers must be ready to deliver the program, having the required capacity and necessary skills in housing construction or rehabilitation already in place. Twelve months after commencement, funding will be recaptured and made available to other entities, if development/rehabilitation has not yet commenced. After thirty-six months, funds left unspent will be recaptured and reallocated.

Tenant Based Rental Assistance

Resources Expected. Approximately \$1.1 million

Proposed Activities. TBRA funding will be allocated under written agreement to local jurisdictions and non-profits that apply as third-party program administrators, referred to as subgrantees, on a competitive basis, after meeting organizational capacity and threshold requirements for administering a rental assistance program in their communities. Funding is distributed monthly through direct deposit to subgrantee agencies. Rental assistance is paid, month by month by the subgrantee, in the form of a rental assistance payment directly to the landlord and/or the local utility (electric, gas, water) provider.

Priority Needs. Eligibility for the program is based on income. Not less than 90 percent of the families assisted must be at 60 percent or below the area median income and 10 percent may be at 80 percent or below the area median income. Subgrantees may establish Tenant Based Rental Assistance (TBRA) preferences, such as those for persons with disabilities, the elderly, and homeless Kansans. Housing Authorities, nonprofit agencies, and others may apply for funding.

Specific Objectives. TBRA funds are used to make housing affordable for income-eligible families, the elderly, and persons with disabilities. Eligible activities include rental subsidy, security deposit, and/or utility deposit programs. Utility deposits may only be funded when rental subsidy and/or security deposit programs are made available by the grantee. U.S. Department of Housing and Urban Development (HUD) fair market rent and income guidelines are utilized for income and rent calculations.

Geographic Areas. All counties in Kansas are eligible to receive TBRA Program funding.

Distribution of Funds. Funds will be distributed, on a competitive basis, after thresholds have been met and applicants have demonstrated organizational capacity to deliver a federally funded rental assistance program.

Criteria for Selection. There are three application ratings criteria for the program: Project Need (300 Points); Project Impact (300 Points); Capacity (100 Points); and Non-MSA (50 Points).

Project Need relates to special populations addressed in the application, such as the homeless, involuntarily displaced, etc. Points are awarded for those paying more than 30 percent of income for rent, more than 50 percent of income for rent, the number of homeless persons identified in the application, the number of identified single parent households, poverty levels to be targeted, length of the agency's waiting list, special population needs, and overall community need. Project Impact relates to the measures of success in relationship to self sufficiency and the degree of community impact on identified needs. Capacity relates to the ability and experience to operate and maintain a rental subsidy program. Non-MSA relates to areas not identified as Metropolitan Statistical Areas.

Threshold Factors. Threshold factors include assurances, certifications, housing needs narrative, impact narrative, completion of a budget worksheet, inclusion of a funding summary, and inclusion of the agency's administrative plan.

Grant Size Limit. Grant applications may not exceed \$300,000. An administrative fee is added to the total awarded the subgrantee.

Recapture. Grantees have two years, from commencement of the grant, to commit all funds and a third year to expend all funds. Funding remaining at the end of the three-year funding cycle will be recaptured.

Other Forms of Investment

The State of Kansas does not plan to make other forms of investment with HOME funds. Kansas Housing Resources Corporation will make loans from its resources available to HOME assisted or HOME eligible housing, which can be counted as HOME Match

HOME Program Monitoring

First Time Homebuyer

The First Time Homebuyer Program accepts applications and performs a detailed review on each potential homebuyer. Reviews include income eligibility, property eligibility, program thresholds, environmental standards, and the Uniform Relocation Act. Compliance with all local program standards and federal regulations are met prior to funds being expended.

To ensure compliance with the affordability period, Homeownership Staff annually mails a residency certification letter. The homeowner returns a signed statement certifying that they are residing at the address, and that the property is maintained in good condition. The certified statement also discusses that it is understood that if false information is provided, they may be in violation of the mortgage documents and HOME federal regulations, and may have to repay the assistance received.

Homeowner Rehabilitation

The Kansas Housing Resources Corporation (KHRC) monitors local government (State Recipients) compliance continuously throughout the year and duration of funding through various means, including desk reviews, rather than with just a singular event. The program's required procedures and compliance documentation for the grantees' project setups, payment requests, completion reports and quarterly reports include steps and submission of a number of items to enable ongoing, periodic monitoring review and feedback through written correspondence and emails.

KHRC reviews each rehab project individually by desk review. Individual project setups are required to be mailed to KHRC before going to bid on each house. The setup packets consist of a number of identifying information, compliance items and documents. Individual project payment requests are also sent to KHRC. Again, these are submitted with a number of compliance items and documents attached for monitor and review.

Office site visits occur but may depend on a number of items such as when desk reviews reveal problems. These could be a minimum of at least once per grant, but are primarily based on risk assessment factors, e.g., recipient is new or because of staff turnover, excessive correspondence, excessive errors, not complying with procedures, files are thicker than normal, and complaints.

Compliance monitoring will consist of simultaneously providing technical assistance (to refer grantees to procedures, rules and regulations, and obtaining clarification of federal laws if needed). Remedies for the local grantee's nonperformance and noncompliance include corrective and probationary action, suspension, and termination. KHRC will only fund entities that show performance, capacity or track record, integrity, and follow policies.

HOME Rental Development

The Kansas Housing Resources Corporation (KHRC) monitors compliance continuously throughout the year and duration of funding through various means, including desk reviews, rather than with just a singular event. The program's required procedures and compliance documentation for compliance with various regulatory requirements of the HOME program and KHRC including the submission of a number of items to enable ongoing, periodic monitoring review and feedback through written correspondence and emails.

KHRC staff works closely with the owners/developers throughout the development process to ensure compliance. During the application process, KHRC reviews each proposed development, including conducting site reviews and completing underwriting, including subsidy layering. For developments that are approved, a pre-development conference is conducted to review the various requirements for the program (such as reviewing floor plans for accessibility).

Compliance documents and certification are required to be sent to KHRC during the developments. The setup packets consist of a number of identifying information, compliance items and documents. Individual payment requests are also sent to KHRC. Again, these are submitted with a number of compliance items and documents attached for monitor and review.

KHRC has increased its efforts to monitor construction. In addition to quarterly progress reports, owner/developers are required to notify KHRC when certain tasks are accomplished to allow for an inspection by KHRC. This includes notification when footings have been poured, framing and electrical/plumbing rough-in is complete and a final inspections. Office site visits occur but may depend on a number of items such as when desk reviews reveal problems. These could be a minimum of at least once per HOME allocation, but are primarily based on risk assessment factors, e.g., CHDO is new or because of staff turnover, excessive correspondence, excessive errors, not complying with procedures, files are thicker than normal, and complaints.

Ongoing compliance monitoring will consist of conducting regular physical, property management and tenant file inspections, annual compliance reports filed by the owner/developer and providing technical assistance on procedures, rules and regulations. Remedies for nonperformance and noncompliance include corrective and probationary action, suspension, and termination. KHRC will only fund entities that show performance, capacity or track record, integrity, and follow policies.

TBRA Program Compliance Monitoring

TBRA Program subgrantees are monitored annually. Grantees must correct compliance issues/remedial actions indicated in the KHRC monitoring compliance report and respond in writing to KHRC regarding actions taken within 30 days. Performance issues are indicated along with suggested remedial actions.

Compliance Monitoring Reviews consist of the following policies/procedure/documentation:

- **Administrative Policies and Procedures**
 - Administrative Interview
 - Administrative Plan Review
 - Financial disbursements/Program Income-tracking documentation
 - Admin funding documentation including time sheets
- **Tenant Selection Policy**
- **Marketing Plan, Procedures**
- **Lead Based Paint**
 - Visual assessments
 - Quarterly Health department reports
 - Lead Based Paint briefing materials/disclosure forms
- **Tenant File Reviews**
 - Formal/Informal Applications
 - Social Security card/birth certificate
 - Declaration of Citizenship Signature Form
 - Signed income release form
 - Third party income verification
 - Preference documentation if applicable
 - Income calculation form/Recertification -income at/below 60% AMI
 - TBRA Coupon
 - TBRA Request for Unit Approval
 - TBRA agency/landlord Contract
 - Landlord/Tenant lease/Lease Addendum
 - Drug Free housing addendum
- **HQS Inspections**
 - Inspections completed by certified HQS Inspector
 - Original Pass Rating
 - 3 units inspected at random by KHRC staff during compliance review
- **On Site Technical Assistance**
 - Policies/Procedures reviewed
- **KHRC Monitoring Report**
 - Compliance Issues/Remedial actions
 - Performance Issues/ Remedial actions
- **Subgrantee Written Response of Actions taken within 30 Days**

Grant/Loan Announcement and Award Schedule

First Time Homebuyers

- | | | | |
|----|-----------|-------------------------------------|----------------------------------|
| a. | Round One | Lenders Training
Funds Available | August 2006
September 1, 2006 |
| b. | Round Two | Lenders Training
Funds Available | February 2007
March 1, 2007 |

Homeowner Rehabilitation

- | | | |
|----|----------------------------------|------------------|
| a. | Application Deadline | August 16, 2006 |
| b. | Award Announcement (on or about) | November 3, 2006 |
| c. | Grantee Workshop | To be announced |

HOME Rental Development

- | | | |
|----|---------------------------------------|-------------------|
| a. | Application Deadline for HOME Rental* | February 3, 2006 |
| b. | Award Announcement (on or about) | May 12, 2006 |
| c. | Application Deadline for HOME Rental | August 15, 2006 |
| d. | Award Announcement (on or about) | November 15, 2006 |
| e. | Pre-Development Conferences | To be announced |
- *February Round is only open to CHDOs

Tenant Based Rental Assistance (TBRA)

- | | | |
|----|----------------------------------|------------------|
| a. | Application Deadline | August 16, 2006 |
| b. | Award Announcement (on or about) | November 3, 2006 |
| c. | Grantee Workshop | To be announced |

See the 2006 HOME Performance Measures on pages 42 and 44.