



**FY 2018
Community Development
Block Grant (CDBG) &
HOME
Application**

City of Anderson
Community Development Department
U.S. Department of Housing and Urban Development

***PUBLIC SERVICE & HOUSING
ACTIVITIES***

CDBG PUBLIC SERVICE & HOUSING ACTIVITIES **APPLICATION**

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GENERAL APPLICATION GUIDELINES

We appreciate your interest in the Community Development Block Grant, Public Service, and Housing Grant. *Please ensure an agency representative will attend the Mandatory Grantee Meeting on November 16, 2017 at 1:30 p.m., City Hall, 1st Floor, City Council Chambers.*

The meeting requirement is scheduled to publish in the local newspaper on November 13, 2017. Regrettably, we have denied other agencies the opportunity to apply during a grant cycle due to lack of attendance at the mandatory grantee meeting.

Our decision not to fund applicants who are not in attendance at the *Mandatory Grantee Meeting* in no way indicates a negative assessment of any organization. It merely speaks to the overwhelming needs of our community and to our desire to respond to them in a balanced and equitable manner.

During the meeting, we will discuss the 2018 targeted program areas, grant application, and program monitoring requirements. Attendees will complete a Community Needs Assessments and will have an opportunity to participate in a Q & A session.

Community Development will consider waiver requests in the following limited instances:

- A natural disaster (e.g., severe weather closures may be considered if they occur on the day of the meeting).
- Erroneous instructions in published public and legal notices and/or on the grant application, and
- Sudden acute severe illness or death of the Authorized Organizational Representative or immediate family member.

On behalf of the Community Development Department, we wish you continued success.

Best Regards,

Lelia Kelley, Director

I. SUBMISSION REQUIREMENTS

- a. The CDBG application packet is available online at <http://www.cityofanderson.com> beginning, **Monday, November 13, 2017**.
- b. Submit a separate proposal for each project or activity, for which funding is requested (e.g., operating costs, acquisition or construction costs). **ONE ORIGINAL AND TWO COPIES OF EACH PROPOSAL**. Secure each copy with a binder clip or rubber band. No staples. Proposals may be disqualified if the pages come apart, and the review staff is unable to determine completeness of the application.
- c. Incomplete applications are disqualified from further consideration without further review.
- d. Applications must be **typed** in either 10 or 12 point font. No handwritten applications will be accepted.
- e. Each applicant **must** attend the mandatory information session October 7, 1:30 p.m. in the City Council Chambers, 120 E. 8th Street, City Hall. It is strongly recommended that a fiscal person and at least one other person attend.
- f. Applications for CDBG funding must be mailed or hand-delivered to: Board of Public Works, 120 E. 8th Street – 5th Fl., City Hall, Anderson, IN 46016. **No faxed or emailed proposals will be accepted.**
- g. Application must be signed by Chief Executive Officer and Board Chairperson.
- h. **Deadline for submission of completed proposals with copies and attachments is 3:00 P.M. on December 13, 2017.** Late proposals will not be considered for funding. **City staff will not print or make copies of any proposals.**
- i. The following documentation must be included with each proposal:
 - Copy of the agency's most recent audit or financial statement
 - IRS Determination Letter
 - Current list of Board Members
 - Letters of support for proposed project(s)
 - Agency's policy on Diversity
 - Completed Conflict of Interest Form (Included in the application)
 - Itemization of Salaries (if salaries will be paid with CDBG funds)

II. PROPOSAL TIMELINE

November 13, 2017	Applications available.
November 16, 2017	Mandatory Pre-application Information Session. Applicants are encouraged to bring two (2) people including the financial manager and/or bookkeeper
December 13, 2017	Application Deadline. Applications must be received no later than 3:00 p.m.

The 2018 PY Targeted Public Service Proposal Areas are as follows: Economic Development: Job Skills Training and Job Placement Services; Housing: Housing Counseling, Homeless Prevention, Services for in-tact families experiencing homelessness and Services for persons experiencing homelessness; Youth Services: Education and Recreation and Behavioral Health Services

❖ CITIZEN PARTICIPATION

The grantee (Community Development Office) must develop and follow a detailed plan that provides for and encourages citizen participation. This integral process emphasizes participation by persons of low or moderate income, particularly residents of predominantly low and moderate income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must provide citizens with the following: reasonable and timely access to local meetings; an opportunity to review proposed activities and program performance; provide for timely written answers to written complaints and grievances; and identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Schedule of Public Meetings:

Date	Location
November 30, 5:00 p.m.	Geater Community Center – 1611 Chase Street.
December 5, 10:00 a.m.	Anderson Public Library – 111 E. 12 th Street: Delaware Room, 3 rd Fl.

III. SELECTION CRITERIA

The City will take the following factors into consideration when evaluating a project for CDBG funding:

- a. Does the proposed program/activity meet a national objective under CDBG regulations?
- b. Is the proposed program/activity eligible under CDBG regulations?
- c. Does the program/activity meet a goal and/or priority as identified in the Consolidated Plan?
- d. What amount of public benefit will be achieved by the program/activity relative to the cost?
- e. Past performance (for organizations requesting continued funding).
- f. Does the organization have any audit concerns or findings in the past three (3) years that have not been resolved?
- g. Did the organization define the outcomes and measurement of those outcomes, e.g. for an employment training activity, the number of persons securing a job as a result of the training should be emphasized rather than just the number of persons that will be provided employment training?
- h. Does the program/activity leverage other funding sources, demonstrating cost sharing opportunities, program sustainability, and in-kind contributions?
- i. Will the project be ready to commence upon notification of funding?
- j. Does the organization have the administrative capacity to successfully carry out the program/activity, e.g., has previous experience with similar projects?
- k. Does the organization have the financial capacity to operate the program until funds are available and the ability to operate on a reimbursement basis?
- l. Does the application describe collaborative efforts (as applicable) with other service providers and/or agencies?

NOTE: *CDBG funds are limited. It is, therefore, important that applicants identify other resources for their projects/activities. **Continuous CDBG funding is not guaranteed.***

IV. CONFLICT OF INTEREST

The general rule is that no persons, as defined below, who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or who are in a position to participate in a decision-making process or to gain inside information with regard to such activities may obtain a financial interest or benefit from a CDBG-assisted activity, or have a

financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, or with respect to proceeds of the CDBG activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. (Section 24 CFR 570.611(b) – “Conflicts prohibited” of the CDBG regulations).

Persons covered. The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub-recipients who are receiving funds under this part.

No employee, officer or agent of the grantee shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties noted below have a financial or other interest in the firm selected for award.

- The employee, officer or agent;
- Any member of his/her immediate family;
- His or her partner; or
- An organization, which employs, or is about to employ, any of the above,

The officers, employees or agents shall neither solicit nor accept gratuities, favors of anything of monetary value from contractors or parties to sub-agreements (24 CFR PART 84.42 – “Codes of Conduct”).

Conflict of interest situations that are not properly addressed will result in a loss of CDBG funding, and in some cases may result in civil or criminal liability. Community Development staff should be contacted immediately if there is a suspected conflict of interest.

To ensure compliance, please review the regulations noted above to determine whether an actual **or perceived** conflict of interest exists, and, if so, what action should be taken to avoid a violation of the law. All applicants must complete the “*Conflict of Interest Questionnaire*” and submit with the proposal.

V. IMPORTANT INFORMATION/NOTICES

The City of Anderson reserves the right to reject any and all proposals.

Historically, the Action Plan must be submitted by the City before the federal government announces the actual allocation amounts. Consequently, the Action Plan and awards are based on funding estimates. Awards based on submitted proposals shall be subject to receipt of sufficient funds from the U.S. Dept. of Housing and Urban Development. In the event the funding is less than estimated, amounts will be modified in direct proportion to the difference between the estimated and actual award.

All materials submitted shall become public records retained by the City of Anderson, except for the following, which will be discarded:

- Late and/or incomplete proposals
- Materials not requested as part of the proposal packet

Prior to discarding materials, the applicant will be notified and given ten days to pick up the materials if they so desire. Materials not claimed within the ten days will be discarded.

If an applicant makes a false statement or misrepresentation on the proposal to obtain Federal funds and funds are awarded, the funds and the contract will be in default, and the City may declare any and all funds paid out for the project immediately due and repayable to the City, and the contract voided.

Appeals

Upon notification of award decisions, applications that were not approved for funding will have 15 days to submit an appeal of the decision. Applicants who wish to appeal the funding recommendation must submit a formal appeal in writing to the Mayor no later than the fifteenth day following the formal denial letter. **Appeals submitted after this time will not be considered.** All appeals are reviewed by the Mayor and/or the Executive Director of Community Development, whose decision will be final.

Faith-Based Organizations

Faith-based organizations are eligible and also encouraged to apply for CDBG funding. However, per the regulations of the U.S. Department of Housing & Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction.

VI. PROPOSAL INSTRUCTIONS

Cover Page

Name of Project: List the name project or activity for which you are applying to receive funds.

Name of Organization: The legal name of the organization or entity that will be responsible for the implementation of the project or activity if funds are awarded.

Organization Address: The mailing address for the responsible organization. The mailing address of the organization does not necessarily have to be the same as the project address.

City/State/Zip: City, state and zip code for mailing address of the responsible organization.

Federal ID: List the responsible organization's federal identification number.

DUNS Number: All organizations receiving federal dollars **must** provide their Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number. **The DUNS number must be and remain current.** Applicants should verify that they have a DUNS number or take steps needed to obtain one immediately. To obtain a DUNS or to find out if an organization already has a DUNS number, applicants may call 1-866-705-5711 or visit the website at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Contact Name/Title: List the name and title for a contact person for this project. This individual will be the primary point of contact for any question that may arise or additional information needed during the proposal process. This individual will also be the primary contact for the program/activity if funds are awarded.

Phone: list the phone number that will provide the best possible contact to reach the contact person.

Email: Periodically, the Community Development office will send or request information by email. Provide an email address that will allow communication to be sent to the contact person for this program/activity.

Program Location/Address: List the address or briefly describe the area where this activity/project will take place. If the activity/project is for a particular area, please include a map of the area in the attachments.

Amount Requested: List the amount of CDBG funds the agency is requesting for this activity/project.

GLOSSARY OF TERMS:

CDBG is the acronym for Community Development Block Grant. The program was developed under the Community Development Act of 1974. The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable

communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. For each activity undertaken with CDBG funds, one of three National Objectives must be met; 1. Aid to low and moderate income persons, 2. Elimination of Slums & Blight and 3. Urgent Needs.

Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low and moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

Providing Decent Housing covers the wide range of housing activities that are generally undertaken with HOME or CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.

Affordability applies to activities that provide affordability in a variety of ways to low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods

Personnel Costs applies to each position that will be paid in whole or in part through CDBG funds. Under calculation, indicate the rate of pay (hourly/salary) and the

percentage of time to be spent on the project. Total Wages is the total amount that position will be paid during the program year or the duration of the program/activity. CDBG amount is the amount from the total that will be charged to the CDBG program for the program year or the duration of the program/activity.



City of Anderson



Application for 2018 Community Development Funding

COVER PAGE

Name of Program/activity: _____

Name of Organization Applying: _____

Organization Address: _____

City: _____

State/Zip: _____

Federal ID: _____

DUNS Number _____

Contact Name/Title: _____

Phone: _____

Email: _____

Program Location/Address: _____

Amount of Request: _____

1. Please check the box for the specific activity for which funds are requested. You may select more than one activity.

<input type="checkbox"/> Rehabilitation of a public facility	<input type="checkbox"/> New construction for homeownership
<input type="checkbox"/> Rehabilitation of a privately owned commercial building	<input type="checkbox"/> Acquisition and rehabilitation for homeownership
<input type="checkbox"/> Youth services	<input type="checkbox"/> New construction for rental units
<input type="checkbox"/> Employment training and placement	<input type="checkbox"/> Acquisition and rehabilitation for rental units
<input type="checkbox"/> Homelessness Prevention	<input type="checkbox"/> Owner-occupied repair
<input type="checkbox"/> Services for persons experiencing homelessness	<input type="checkbox"/> Down payment assistance
<input type="checkbox"/> Creation of permanent supportive housing	<input type="checkbox"/> Senior housing/assisted living
<input type="checkbox"/> Housing counseling	<input type="checkbox"/> New construction of a public facility
<input type="checkbox"/> Operations of a homeless shelter/transitional housing	<input type="checkbox"/> Nutrition Programs/Access to Food
<input type="checkbox"/> Behavioral Health Services	<input type="checkbox"/> Other: <hr/> <input type="checkbox"/> Please specify

2. Describe the project you will undertake in the next year? (Please use 500 words or less)

3. Will the project be ready to commence at the start of the 2018 Program Year (April 1st) or upon funding notification? Yes ___ No ___

4. How will the project be sustained in future years?

5. Identify the targeted population that you propose to serve. Identify what census tract your project is intended. *See attached Census Tract Map*
6. Will you exclusively serve special needs populations (i.e., disabled, senior citizens, or homeless)?
7. What is the objective of this program/activity?
 - Create a suitable living environment
 - Decent Housing
 - Expand Economic Opportunities

Please fill out the following chart.

A Program Outputs	B Program Outcomes	C Method of Evaluation	D Estimated Completion Date
<i>Provide job training classes to 300 clients</i>	<i>200 clients will be placed in jobs</i>	<ul style="list-style-type: none"> • <i>Case files will include name and contact information of employer</i> 	<i>December 31, 2018</i>
<i>Provide job training classes to 300 clients</i> Example ways to fill out form.	<i>100 clients will retain jobs for 180 days</i>	<ul style="list-style-type: none"> • <i>Case manager will follow up with employer and client, and document in file</i> • <i>Employer will sign employment verification form at the end of 180 days.</i> 	<i>December 31, 2018</i>

8. What is the anticipated outcome of this program/activity? Choose **only** the most appropriate **one**.

- Availability/Accessibility (Activities that make public services, housing or shelter available or accessible to low and moderate income persons, including persons with disabilities. Accessibility refers not only to physical barriers but also to making the basics of daily living available and accessible to low and moderate income persons where they live)
- Affordability (Provide affordability in a variety of ways to low-to-moderate income persons. May be used when an activity lowers the costs, improves the quality, or

increases the affordability of a product or service to benefit low and moderate income households.)

- Sustainability (activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods)

9. Describe how many households, families and/or individuals will receive services under this program/activity that reside in the Anderson area

10. How will your organization market this program to potential clients?

11. Who will administer the project? What is the experience of the person(s) responsible for administering the project/program?

12. Who will manage the project? What is the experience of the person(s) responsible for managing the project/program?

13. What role does your Board of Directors play in the operations of your organization particularly with this project/program?

14. Is this a new program/project? Yes No

15. Is this an expansion of an existing program/project? Yes No
If yes, describe below

16. How long has this program/activity been in operation? _____

17. Has this program/project received Community Development Funds in the past? If yes, list the year(s), the amount received and total served.

18. If this is a continuing program, what did you learn from your program in previous years and what improvements/changes will be made in 2017? How will your organization monitor its strengths and weaknesses in the coming year?

19. Has your organization ever been cited for misuse of Federal, State, or Local funds?
If yes, please explain:

20. Please fill in the budget narrative below. The budget should be specific to the request for funding.

BUDGET FORMAT

Category	A City Request	B Organization Leverage	C Other Funding	D Total= A+B+C
Construction Projects				
Administrative				
Predevelopment				
Construction				
Other (specify)				
Public Services (youth, seniors)				
Administrative				
Project Salaries				
Employee Benefits				
Project Supplies				
Project Overhead (rent, utilities, etc.)				
Contractual Obligations (salaries, equipment, etc.)				
Other (specify)				
Other (specify)				
Other (specify)				
Total				

Personnel Costs

A Position	B Calculation of Time	C Total Personnel Expense	D CDBG Request

21. Budget Narrative- This section *must* be completed to be eligible for funding.

Include one page, (double spaced typed, 12 font, New Times Roman) explanation of the cost and the calculations used to arrive at the funding request for each line item included in the above budget.

Construction Projects

**(Construction projects only may substitute a pro forma for a project budget with specific costs for the narrative.)*

- a. Administrative
 - b. Predevelopment
 - c. Construction
 - d. Other
-

Other Services Projects (youth, seniors, job placement, down payment assistance, etc.)

- a. Administrative
 - b. Project Salaries
 - c. Project Supplies
 - d. Project Rent (Overhead Costs)
 - e. Contractual Obligations
 - f. Other
-

22. Describe the organization's financial controls.

23. Organization's most recent operating budget \$_____

24. How many units will be constructed or rehabilitated? What is the total cost per unit?
(Construction projects only.)

25. Will the project generate any income or return of funds through sale, rent, fees, loans, or other means? If yes, explain. *(Expenditures of program income require prior written approval from the City.)*

26. If you do not receive 100% of your funding request, (1) what program modifications will you make and (2) what other funding sources will you pursue?

27. The City of Anderson encourages the use of Women & Minority Owned Businesses in their contracting opportunities. Demonstrate how your agency will abide by this disclaimer while undertaking your project. Also, demonstrate the use of local businesses (Anderson area)

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State, and Local law prohibits employees and public officials of the City of Anderson from participating on behalf of the City in any transaction in which they have a financial interest absent a Conflict of Interest Disclosure. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

3. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application, a City employee or consultant, or a member of the City Council?

Yes No

If yes, please list the names(s) below:

4. Will the CDBG funds, requested by the applicant, be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application, a City employee, consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) below:

5. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or another governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) below:

If you answered "YES" to any of the above, the CDBG Office will review to determine whether a real or apparent conflict of interest exists.

Name of Organization: _____

Name of Applicant's Authorized Official: _____

Authorized Official's Title: _____

Signature of Authorized Official: _____

The City of Anderson, as the grant recipient, must ensure that Program Grantees comply with all applicable federal rules and regulations. Your organization will be required to follow all applicable federal requirements and the City's Grants Management Policies. Copies of policies and procedures are available upon request. For more information please consult:

24CFR (Code of Federal Regulations) part 570 and

24CFR (Code of Federal Regulations) part 92 and 2CFR 200. Also, www.hud.gov

All CDBG & HOME grant funds are distributed on a reimbursement basis only.

► **Application Submission** ◀

*Applications for activities implemented during the 2017 calendar year must be received by **Wednesday, December 13, 2017, 3:00 P.M. EST. in the office of the Board of Public Works, 5th Fl. City Hall, 120 E. 8th Street, Anderson, IN.** Applications received after this deadline will not be considered for funding. *Note: Do not submit an application to any other City Department or Employee.*

For more information regarding this application, please contact:

Kimberly Townsend, 648-6098 ktownsend@cityofanderson.com

► **Application Checklist** ◀

The following information must be attached to the application:

- Letters of financial commitment
- Letters of project support
- List of Board of Directors and contact information
- Organizational Chart
- IRS Determination Letter
- Certification signed by Board President and CEO
- Organizational Budget
- Budget Narrative
- Single Audit if expenses exceed \$750,000 in Federal Funds
- Annual Report
- Policy on Diversity
- List of all current funding sources
- Personnel policies and procedures including the CDBG Conflict of Interest form

Certification of Applicant’s Chief Executive Officer and Board President

I certify that submission of this application is duly authorized by the governing body of the applicant and that all information contained in the application, to the best of my knowledge, is true and accurate.

I understand that awards are made on a competitive basis, and the City of Anderson may award an amount less than requested. I understand the City of Anderson has no obligation to make a grant or loan to an applicant. **I am aware that incomplete or late applications are not accepted or considered for federal funding.**

Per subpart F of 2 CFR 200 Audit Requirements, I further certify that my agency does__ does not__ expend Federal Funds at the threshold of \$750,000 annually. *If yes, please provide a copy of the Single Audit along with your completed application.*

Chief Executive Officer Signature

Printed name

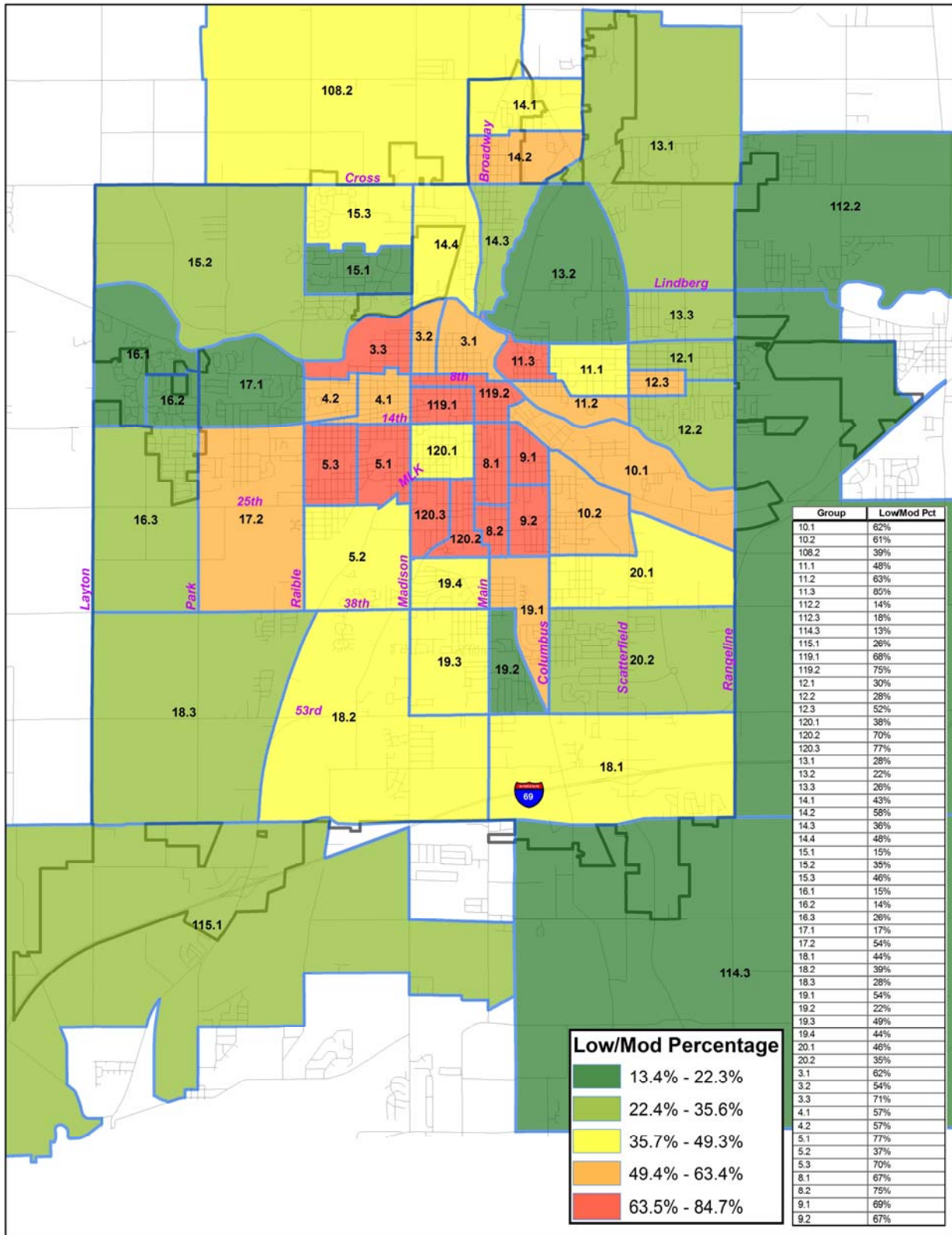
Date

Board Chairperson Signature

Printed Name

Date

- We have received a copy of the Community Development Grants Policy Manual



2017 Community Development HOME Income Limits

Effective 4/13/2016

City of Anderson, Indiana

Median Family Income - \$ 33,644 (2015 U.S. Census)

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
30% Extremely Low- Income	12,350	14,100	15,850	17,600	19,050	20,450	21,850	23,250
Very Low Income	20,550	23,450	26,400	29,300	31,650	34,000	36,350	38,700
60 % Median	24,660	28,140	31,680	35,160	37,980	40,800	43,620	46,440
Low Income	32,850	37,550	42,250	46,900	50,700	54,450	58,200	61,950

Limits for a household with more than 8 members are calculated according to the following methodology:

- (A) Subtract 8 from # in household
- (B) Multiply (A) by 8
- (C) Add 132 to (B)
- (D) Multiply (C) by 4 person limit
- (E) Divide (D) by 100
- (F) Round (E) to nearest \$50

- "very low-income" is defined as 50 percent of the median family income for the area, subject to specified adjustments for areas with unusually high or low incomes;
- "low-income" is defined as 80 percent of the median family income for the area, subject to adjustments for areas with unusually high or low incomes or housing costs;