



Workforce Housing Grants

Grant Application Guidelines

The Ira Gribin Workforce Housing Grants seek to provide state REALTOR® foundations and associations with resources and support to take the initiative to address workforce housing issues in their state.

Workforce housing refers to safe, decent housing for working low- and moderate-income people who cannot afford to live in the communities in which they work. Workforce housing initiatives often focus on occupations that provide the bulk of vital services for communities—teachers, firefighters, police officers, nurses, health care workers—but these grants are meant to assist a broader range of working people including, retail sales workers, restaurant workers, technicians, office workers, etc. Workforce housing initiatives may also include programs focused on households in certain income levels, or programs designed to address a uniquely defined workforce housing need.

Eligibility

- All state and territorial REALTOR® housing foundations are encouraged to apply. If a state has a state REALTOR® housing foundation, the application should come from the housing foundation.
- State or territorial associations without a foundation may apply for the Workforce Housing Grants directly.
- For a state or territorial association that does not have a foundation, but wishes to establish one, NAR will provide technical and financial assistance to help them create a foundation
- Local REALTOR® housing foundations or associations are not eligible to apply for funding directly. In order for local foundation or association programs to be funded by this program, applications must be coordinated and submitted by the state or territorial foundation or association.
- Local foundations and associations are encouraged to work with their state/territory to participate. A state/territory can choose to apply for funding to support one or multiple local foundation/association programs. For example, a state might create an umbrella-type initiative to support workforce housing programs in multiple locations across the state by dispersing funds to selected local foundation/association workforce housing programs within the state. Or a state might seek funding for a local association's program that the state believes is a model approach, which can be replicated in throughout the state to address workforce housing issues.

- Individual REALTORS® or firms are not eligible to receive funding under this program.

Grant Amounts

The program provides one-time grants on a sliding scale.

- State or territorial associations that have a membership of 5,000 or less are eligible for a grant of up to \$50,000.
- State or territorial associations with more than 5,000 members are eligible for a grant of \$50,000 plus an additional two dollars per member for each member over 5,000, resulting in grants of over \$100,000 for some states or territories.
- In determining the size of grant for which it is eligible, the state/territorial association may use its current membership number or the membership number from 2008.
- An Applicant can apply for a grant smaller than the maximum allowed if its proposed program does not warrant the larger amount. This does not preclude the Applicant from applying for additional funds, up to the maximum limit, at a later point within the application period, 2009-2010.

Grant Criteria

To be eligible for funding under the Ira Gribin Workforce Housing Grants, a program must meet the following criteria:

- The program must be focused on workforce housing. Workforce housing is typically defined as serving households that earn 80% to 150% of the median area household income. For purposes of this program, workforce housing can also be defined as housing for people in certain job categories, (e.g. teachers and public safety employees), or the Applicant may propose its own approach to workforce housing.
- REALTORS® or the REALTOR foundation or association must be actively engaged in the program.
- Applicant must clearly state program objectives and the intended impact of the program on meeting workforce housing needs.
- Program must include working with at least one primary partner organization (employer, city or county government, a non-profit housing organization, etc.).
- Program cannot be simply a “pass-through” of funds from a REALTOR group to a non-REALTOR group. However, using grant funds in partnership with another organization to increase effectiveness or to leverage more funds for workforce housing activities could be eligible.
- Proposal must have a detailed program/project plan and detailed budget showing how NAR funds would be used.

- Program funded cannot be a one-time event, but must be for an ongoing, sustainable program
- Eligible programs could include the funding of existing programs or of new programs.

Types of Programs

Applicants can utilize a broad range of programs solutions to address workforce housing issues within their state. NAR defers to the Applicant to identify the best approach for addressing the workforce housing needs in their community.

Funds may be awarded:

- To support the implementation of a workforce housing program developed by the state foundation/association.
- To support the implementation of an NAR workforce housing program within the state.
- To launch or expand a REALTOR® education program related to workforce housing.

Application Period

- Applications will be accepted during a two-year period, 2009-2010.
- To be eligible for funding an application must be submitted by December 31, 2010.
- This will not be an ongoing program, but a one-time funding opportunity. Specifically, funds not awarded will not be rolled over beyond 2010.

Application Requirements

- Applicants must complete a grant application form, with includes a program description, a detailed program budget, a program timeline, an evaluation plan, and a sustainability plan. For more details, see the application form.
- Applicants must provide financial data on the organization (such as annual report, financial report, etc.)
- In addition, Applicants should provide any supporting studies, reports, or collateral materials relating to the need for the proposed project and the issue to be addressed which they deem relevant.

Application Process

- The application and supporting documentation should be submitted to NAR by either mail, e-mail or fax at:

Lora McCray, Manager, Housing Opportunity Program
500 New Jersey Avenue, NW

Washington, DC 20001
iragribingrant@realtors.org
Fax: 202-434-9706
Phone: 202-383-7560

- NAR will review the application package to ensure that it is complete and meets the application criteria.
- If the application does not sufficiently address a component of the criteria, or if materials are missing, NAR will contact the applicant to request the additional information that is needed. HOP staff will provide technical assistance to help applicants refine and fully complete their applications.
- To receive grant funding, an application must be approved by the review committee, which will judge whether the application meets the criteria and is an effective approach to providing workforce housing.
- The review committee is composed of the chairs and vice chairs of the Housing Opportunity Committee and Housing Opportunity Advisory Board, and an appointed state foundation/association staff executive.
- Applications will be reviewed on a rolling basis throughout the 2-year application period.
- After an application is approved, staff will send the Applicant a grant acceptance letter which spells out the terms of the grant, any restrictions on use of the funds, a payment schedule, and reporting requirements.
- If an application is approved, funds may be distributed by NAR in one lump sum or in stages as the applicant meets specified benchmarks.
- Upon receipt of the signed and dated grant acceptance letter, NAR staff will initiate the process to issue the grant check(s).

Reporting Requirements:

- Recipients of funding may be asked to provide project updates throughout the grant period.
- Recipients of funding will be required to submit a final grant report to NAR summarizing the use of the funds; the achievement of the project objectives; and the sustainability of the work moving forward beyond NAR funding. NAR will set the due date for the final report.