

Section A - Applicant Information

Applicant Name:	<input type="text"/>	Phone:	<input type="text"/>
Mailing Address:	<input type="text"/>	Fax:	<input type="text"/>
City, State, Zip:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Contact Person:	<input type="text"/>	County:	<input type="text"/>
E-mail:	<input type="text"/>		

Section B - Funds Requested

Amount of SC Stay Funds Requested:

Estimated # of households to be assisted:

Section C - Service Area

Provide a description of the proposed Service Area(s) and if applicable, identify the specific areas Partner organizations or regional offices will service. Include if applicable, the proposed budget that will be provided to each Partner or regional office to undertake SC Stay activities in specific areas. Service areas can be identified as the entire state, one or more regions of the state, one or more counties or localities, or by census tracts. (Provide additional pages if necessary.)

Service Area Name:	Partner Organization(s): (if applicable)	Estimated # of households to be assisted:	Estimated Budget:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Amount of SC Stay Funds Requested:

Section D - Partner Information (make additional copies as needed)

If applicable, provide the requested information for each entity the Applicant will partner with to provide housing assistance. For organizations that operate regionally or statewide, provide the location and contact information for regional offices, if applicable.

Partner 1

Organization Name:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Mailing Address:	<input type="text"/>	Phone:	<input type="text"/>
City, State, Zip:	<input type="text"/>	E-mail:	<input type="text"/>
Contact Person:	<input type="text"/>		

Partner 2

Organization Name:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Mailing Address:	<input type="text"/>	Phone:	<input type="text"/>
City, State, Zip:	<input type="text"/>	E-mail:	<input type="text"/>
Contact Person:	<input type="text"/>		

Partner 3

Organization Name:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Mailing Address:	<input type="text"/>	Phone:	<input type="text"/>
City, State, Zip:	<input type="text"/>	E-mail:	<input type="text"/>
Contact Person:	<input type="text"/>		

Partner 4

Organization Name:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Mailing Address:	<input type="text"/>	Phone:	<input type="text"/>
City, State, Zip:	<input type="text"/>	E-mail:	<input type="text"/>
Contact Person:	<input type="text"/>		

Partner 5

Organization Name:	<input type="text"/>	Fed Tax ID #:	<input type="text"/>
Mailing Address:	<input type="text"/>	Phone:	<input type="text"/>
City, State, Zip:	<input type="text"/>	E-mail:	<input type="text"/>
Contact Person:	<input type="text"/>		

Section E - Applicant Eligibility Requirements

Applicants that do not meet the eligibility requirements described on Page 4 of the *Request for Qualifications* will be eliminated from review. The following items must be provided behind **Tab 1**:

1. **For nonprofit Applicants and Partners** - Provide a copy of each nonprofit's 501(c) letter from the IRS and documentation of the nonprofit's Good Standing status with the SC Secretary of State's Office.
2. **For all Applicants and Partners** - A completed **Debarment Certification Form** must be provided for each Applicant and Partner, if applicable.

Section F - Experience and Capacity

40 Points

SC Housing will conduct a review of the experience and capacity of the Applicant and if applicable, its Partner(s). Submit the following for the Applicant and each Partner behind **Tab 2**.

1. Organizational chart, staff roster, list of governing/board members of the organization, and the resumes of the key staff within the organization that will be responsible for the oversight of SC Stay activities.
2. Provide a list of staff that will be assigned responsibilities related to the administration of SC Stay. Provide information regarding each employee's experience with similar programs, if applicable, experience with calculating household income. Provide detailed information on what specific responsibilities each employee will have and the number of hours each employee will be dedicating each week to SC Stay program activities.
3. If applicable, provide a narrative describing each organization's experience within the last seven years with programs or projects similar in scope and nature to the SC Stay program, such as SC HELP, the Housing Choice Voucher Program, etc. Include the number of households assisted. If the Applicant is proposing to work with one or more Partner organizations describe any experience the Applicant has acting in the role of a lead entity.
4. The number of households the Applicant reasonably expects to be able to service within the expected ten month duration of the program.

Section G - Financial Capacity

30 Points

Submit the following for each Applicant and Partner under **Tab 3**.

1. A copy of the organization's most recent audited or compiled financial statements that include an Income Statement (Statement of Activities for nonprofits) documenting one full year of activities and a Balance Sheet (Statement of Financial Position for nonprofits)
2. Applicant's that have been in existence for less than one year must submit an Income Statement covering the period since inception of the organization and monthly bank statements for each month the organization has been in existence. Organizations in existence less than three months will not be considered.
3. All entities must provide a completed **Audit Certification Form**.
4. Applicants that met the federal expenditure threshold of \$750,000 must provide a copy of their most recent audit report as required by 2 CFR Part 200 Subpart K. Entities with unresolved audit findings that are related to housing activities similar in scope to the activities to be undertaken during participation in the SC Stay Program will incur negative points. **(-10 to 10 points)**

Section H - Service Area

30 Points

Provide behind **Tab 4** a list of the census tracts that are included in the Applicant's proposed service area.

Acknowledgement and Agreements:

The applicant acknowledges being subject to all regulations and requirements as legislated in the CARES Act.

The applicant acknowledges its responsibility for all calculations and figures relating to the costs attributed to the project. Further, the applicant understands and agrees that the amount of SC Stay funds is calculated in reliance upon the figures submitted and the actual amount of SC Stay funds allocated may vary from the amount requested due to: (a) a determination by SC Housing as to the amount of funds necessary for the financial feasibility and viability of the project; (b) revisions in the calculations of eligible costs; (c) the availability of SC Stay funds; and (d) the capacity and experience of the Applicant.

The applicant understands and agrees that the SC State Housing Finance and Development Authority does not make representations regarding the feasibility or viability of the project, the validity or propriety of the award of SC Stay funds and did not conduct an independent investigation as to the amount of the funds requested. Therefore, the applicant agrees to hold harmless and indemnify the SC State Housing Finance and Development Authority and the individual directors, employees, members, officers and agents of the Authority in the event that anyone incurs a loss in conjunction with the project, a loss of SC Stay funds, a recapture of part or all of the SC Stay funds or the failure to award the SC Stay funds requested in my application.

The applicant understands and agrees that the SC State Housing Finance and Development Authority, nor any of its individual directors, employees, members, officers or agents assumes any responsibility or makes any representations with respect to the availability or the amount of the SC Stay funds or as to the feasibility or viability of the project.

The applicant acknowledges that its estimates and calculations as to the amount, if any, of SC Stay funds necessary for the project. In the event of any disagreement as to the appropriate amount, if any, of SC Stay funds to be reserved or allocated to the project, the applicant agrees to be bound by the results of the estimates and calculations made by the SC State Housing Finance and Development Authority.

The applicant understands and agrees that its application for an SC Stay award, all attachments thereto and all correspondence relating to its application are subject to a request for disclosure, and the applicant expressly consents to such disclosure. The applicant further understands and agrees that any and all correspondence from SC State Housing Finance and Development Authority staff or any other SC Stay generated documents relating to the application are subject to a request for disclosure and the applicant expressly consents to such disclosure. The applicant agrees to hold harmless the SC State Housing Finance and Development Authority and the individual directors, employees, members, officers and agents of each against all losses, costs, damages, expenses and liability of whatsoever nature or kind (including, but not limited to, attorneys' fees, litigation and court costs) directly or indirectly resulting from or arising out of the release of any and all information pertaining to my application. The applicant agrees to indemnify and save and hold harmless the SC State Housing Finance and Development Authority against any and all fees, costs, and expenses, including attorneys' fees and legal costs, incurred in connection with any action, suit, proceeding, hearing, inquiry, or investigation related to or arising under processing of applications for and the award of SC Stay funds and further acknowledges and agrees that the SC State Housing Finance and Development Authority is entitled to collect its attorneys' fees and costs as a prevailing party in any action, case, suite, proceeding, or challenge brought by an applicant relating to or arising under processing of applications for and the award of SC Stay funds.

The applicant understands and agrees that any and all information related to findings of noncompliance will be subject to a request for disclosure, and the applicant expressly consents to such disclosure.

The applicant acknowledges that SC Stay staff may not provide notice as to any federal or state regulations promulgated or to be promulgated with respect to the SC Stay Program. The applicant understands and agrees to be responsible for ensuring its own present and future compliance with all regulations which may affect the project.

The applicant understands and agrees that the requirements regarding the making of applications for SC Stay funds and the terms of any reservation or award are subject to change at any time by federal or State law, federal or State regulations, or the SC State Housing Finance and Development Authority procedures.

The applicant acknowledges that reservations of SC Stay funds are not transferable and that any change in the makeup of the entity applying for an award of SC Stay funds or in the location of the project will void any application or any reservation received as a result of such application.

The applicant acknowledges that reservations are subject to certain conditions being satisfied prior to an award.

Acknowledgements and Agreement: (continued)

The applicant acknowledges that any misrepresentations in the application or supporting documentation will result in withdrawal of SC Stay funds and debarment from future program participation for all parties related to the application and notification to the U.S. Department of Housing and Urban Development, if applicable.

The applicant understands and agrees that any changes to the project that have been made since submission of a prior application may result in a withdrawal of the SC Stay award as deemed appropriate by the SC State Housing Finance and Development Authority. The applicant hereby certifies that it will submit any revisions with evidence to support any modifications from the information provided in prior applications.

The applicant certifies that neither the applicant nor any of its related entities or its officers, principals, shareholders or partners owes the SC State Housing Finance and Development Authority or SC Housing Corp. any unpaid fees or charges.

The applicant understands and agrees that the record keeping and record retention requirements of the SC State Housing Finance and Development Authority and the U.S. Department of Housing and Urban Development will be met and maintained in the manner prescribed by SC State Housing Finance and Development Authority.

The applicant understands and agrees that any and all forms or documents provided by SC Stay staff must be used in the manner prescribed and that exceptions or substitutions may not be made without SC State Housing Finance and Development Authority's express written consent.

The applicant understands and agrees that the SC State Housing Finance and Development Authority, at its discretion, may prohibit the applicant or any of its related entities, officers, principals, shareholders, or partners from further participation in any program administered by the SC Housing Corp. or the SC Housing Finance and Development Authority. Such prohibition may include, but is not limited to, entities or representatives involved in the management or operation of the property.

The applicant understands and agrees that its application for SC Stay funds and the attachments thereto may include taxpayer and return information as defined by the Internal Revenue Code and/or the Internal Revenue Service. The Applicant hereby consents to the disclosure of such information as permitted by state or federal law, including but not limited to, the South Carolina Freedom of Information Act.

The applicant must disclose any existing potential conflict of interest relative to the performance of the services resulting from the RFQ, including any relationship that might be perceived or represented by a conflict. By submitting an application in response to the RFQ, the applicant affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the applicants proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. SC Stay staff will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on the program, should the applicant be selected. Further, SC Stay staff reserve the right to disqualify any applicant or partner on the grounds of actual or apparent conflict of interest.

All pages of this application must be completed and the application certification page executed. All required signatures can be original or digital signatures. SC Housing reserves the right to determine whether any omission on a page of this application is material or non-material for purposes of the satisfaction of required criteria.

By:

Date:

Print Name and Title: