

COUNTY OF MERCER



HOME INVESTMENT PARTNERSHIPS HOUSING PRODUCTION PROGRAM

POLICY GUIDELINES
&
APPLICATION



5/09



**MERCER COUNTY
HOUSING PRODUCTION PROGRAM
APPLICATION PACKAGE
(Unsolicited)**

This package contains an Application Form for a HOME Program grant/loan.

If you have questions, call the Housing and Community Development office at 609-989-6858.

Applications can be mailed or delivered to:

County of Mercer
Housing and Community Development Office
640 S. Broad Street – 4th Floor Room 422
Trenton, NJ 08650-0068

HOME Housing Production Program Contacts

Edward M. Pattik, Director
epattik@mercercounty.org
(609) 989-6858

Rick Johnson, HOME Program Manager
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(609) 989-6736

HOME HOUSING PRODUCTION POLICY GUIDELINES

INTRODUCTION

Mercer County is excepting applications (unsolicited) for housing development financing assistance to be funded by the HOME Investment Partnership Act (HOME Program). Successful applicants will be required to comply with all applicable aspects of Federal rules and regulations related to the HOME Program.

The HOME Investment Partnership Act was enacted as part of the Cranston-Gonzalez National Affordable Housing Act of 1990. This Act created a funding source available for affordable housing programs. The funds are distributed on a formula basis, and are geared toward low and very low-income households. The purpose of the HOME Program is to expand the supply of decent, safe, sanitary, and affordable housing, strengthen the abilities of state and local governments to provide housing. Eligible activities for funding under this program include new construction, acquisition, rehabilitation, and conversion.

APPLICATION PROCESS

A. SCHEDULE:

The Mercer County Housing and Community Development office processes HOME Program applications at all times of the program fiscal year. Funding commitments are dependent upon availability of funding in any given year.

NOTE: Pre-submission meetings are required and will be held with applicants on an individual basis. Please contact the Housing and Community Development staff for an appointment.

B. APPLICATION REQUIREMENTS

During the time that Mercer County is accepting applications for funding under the HOME Program, the County notes the following terms:

1. Mercer County and the County's HOME Housing Production Project Review Committee reserves the right, without limitation, to reject any and all applications for assistance and to select for assistance consideration of those projects deemed to be in the best interest of the County.

2. Any grant or loan recommended by the County is subject to approval by the Board of Chosen Freeholders and the approval and release of funds by the U.S. Department of Housing and Urban Development. Release of payments will be subject to documenting compliance with all requirements listed in a Grant or Loan Agreement to be executed with Mercer County.
3. Implementation of any project funded in full or in part with HOME Program Grant or Loan funds may not proceed without full execution of a Project Agreement with the County.
4. Mercer County and the County Housing and Community Development Program will not be responsible for any project costs incurred prior to the full execution of a Grant or Loan Agreement, unless specifically authorized and noted in the executed Grant or Loan Agreement.

C. SELECTION CRITERIA

The County will evaluate projects in accordance with the following criteria:

1. Priorities for allocation of resources as established in the Mercer County Consolidated Plan, shall apply in the review of applications for HOME Program funds.
2. Priority will be given to projects that result in new units being created and/or currently vacant units being made available. Also, priority will be given to projects whose units will be made available for rental over those available for sale. All projects will reflect the following objectives:

Objective 1

Development of additional housing units for special needs groups to include the homeless, elderly, and disabled.

Objective 2

Rental housing opportunities for extremely low-income, low-income, and moderate-income households.

Objective 3

New Construction of affordable units.

Objective 4

Preservation of existing affordable housing rental stock.

3. In addition to the Consolidated Plan allocation priorities, the County will consider the following factors in the selection of applicants:
 - a. Capacity and experience of the applicant in implementing comparable projects.
 - b. Ability of the applicant to implement the project in a timely manner.
 - c. Effective use of other available assistance, resources and private financing.
 - d. Cost effectiveness of the use of HOME Program funds in providing affordable housing resources.
 - e. **Highest** priority consideration will be given to applications from qualifying Community Housing Development Organizations (CHDO) and non-profits willing to restructure as CHDOs.
- * All commitments for funding projects are contingent upon the availability of Federal HOME Program funds.

KEY HOME PROGRAM CONSIDERATIONS

A. ELIGIBLE ACTIVITIES

The HOME Program is a Federal program that replaced several housing programs previously funded by the U.S. Department of Housing and Urban Development. Major activities which may be funded under the HOME Program are:

Housing Production and Rehabilitation

- New Construction
- Rehabilitation
- Conversion
- Reconstruction
- Acquisition

Acquisition of Housing

- Acquisition of Vacant Land (**only** when applied for in conjunction with above listed eligible activities)
- Site Improvements (**only** when applied for in conjunction with above listed eligible activities)

- Demolition (**only** when applied for in conjunction with above listed eligible activities)

B. Maximum Per Unit Funding Levels (Section 221 (d)(3) Limits, August 7, 2008)

Type of Unit	Maximum HOME Funding
0 Bedrooms	\$ 122,062
1 Bedrooms	139,920
2 Bedrooms	170,143
3 Bedrooms	220,109
4 Bedrooms	241,613

The minimum HOME Program investment will be \$1,000 times the number of HOME assisted units in the project. On average, the County provides between \$50,000 and \$60,000 per HOME-assisted unit for rental new construction and rehabilitation projects. If acquisition is included, the County is willing to contribute additional funding per unit. In no case shall the HOME contribution exceed \$75,000 per unit for all rental projects. The County's underwriting process will determine the per unit amount needed for the project to be feasible.

C. Eligible Project Costs (24 CFR Part 92.206)

1. Development Hard Costs. The actual cost of constructing or rehabilitating housing:
 - Acquisition of land (for a specific project) and existing structures
 - Site preparations or improvement, including demolition
 - Securing buildings
 - Construction materials and labor

2. Related Soft Costs:
 - Financing fees
 - Credit reports
 - Title binders and insurance
 - Surety fees
 - Recordation fees, transaction taxes
 - Legal and accounting fees, including cost certification
 - Appraisals
 - Architectural/engineering fees, including specifications and job progress inspections
 - Environmental reviews

- Attorneys fees
- Building permits
- Builders or developers fees
- Affirmative market, initial leasing and marketing costs
- Staff overheads costs incurred by the administrator that are directly related to a specific project
- Operating deficit reserves (up to 18 months)

For new construction or rehabilitation, the cost of funding an initial operating deficient reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed 18 months) and which may only be used to pay project operating expenses, scheduled payments to a replacement reserve, and debt service. Any HOME funds placed in an operating deficient reserve that remain unexpended after the period of project rent-up may be retained for project reserves if permitted by the County.

3. Relocation Costs:

- Payment for replacement housing, moving costs and out-of-pocket expenses
- Advisory services
- Staff and overhead related to relocation assistance and services

PROJECT REQUIREMENTS

A. RENTAL PROJECTS

All rental projects must meet the following five (5) conditions:

1. Targeted Income Groups

a. 100% of assisted units must be occupied by households with an income of 80% of median or less.

b. 90% of assisted units must be occupied by households with an income of 60% of median or less.

c. 20% of assisted units must be occupied by households with an income of 50% of median or less.

Preference will be given to the projects that serve the largest number of very low-income persons.

2. Income Limits for Mercer County - Based on the March 2009, HUD published income limits for Mercer County, and these incomes are as follows:

<u>Household Size (Persons)</u>	<u>Income Category (% of Median)</u>			
	<u>30%</u>	<u>50%</u>	<u>60%</u>	<u>80%</u>
1	\$18,950	\$31,550	\$37,860	\$44,800
2	21,650	36,050	43,260	51,200
3	24,350	40,550	48,660	57,600
4	27,050	45,050	54,060	64,000
5	29,200	48,650	58,380	69,100
6	31,400	52,250	62,700	74,250
7	33,550	55,850	67,020	79,350
8	35,700	59,450	71,340	84,500

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/2009/newjersey.pdf>

3. Maximum Chargeable Gross Rents - The maximum gross rent (including all utilities and fees), which may be charged for an assisted unit is established by Federal regulations. These maximums will be revised annually by the U.S. Department of Housing and Urban Development, effective March 2009 and are as follows:

<u>Unit Size</u>	<u>Gross Rent</u>		
	<u>FMR</u>	<u>50% MFI</u>	<u>65% MFI</u>
Efficiency	\$ 833	\$ 788	\$1,005
1 Bedroom	958	845	1,078
2 Bedroom	1,152	1,013	1,296
3 Bedroom	1,377	1,171	1,489
4 Bedroom	1,545	1,306	1,640
5 Bedroom	1,777	1,441	1,792
6 Bedroom	2,009	1,576	1,943

(for informational purposes only)

<u>Unit Size</u>	<u>LOW</u>	<u>HIGH</u>
	<u>HOME RENT</u>	<u>HOME RENT</u>
Efficiency	\$ 788	\$ 833
1 Bedroom	845	958
2 Bedroom	1,013	1,152
3 Bedroom	1,171	1,377
4 Bedroom	1,306	1,545
5 Bedroom	1,441	1,777
6 Bedroom	1,576	1,943

<http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/affordablehousing/programs/home/limits/rent/2009/nj.pdf>

4. Religious Affiliation - Pursuant to 24 CFR 92.257, there must be no religious or membership criteria for occupancy. Pursuant to the requirements of 24 CFR 92.257, no person shall, on the grounds of race, color, national origin, religion, age, sex, disability/handicap or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any activity funded in whole or in part with HOME funds.
5. Affirmative Marketing - Owners of properties with five or more total units will be required to follow the Affirmative Marketing adopted by the Authority. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups in the housing market area to the available housing. Owners of rental housing assisted with HOME funds must adopt written tenant selection policies and criteria that are consistent with 24 CFR 92.253, "Tenant and Participation Protections."

B. SALES PROJECTS

Applicants considering development of sales projects must meet the following factors in their analysis:

1. Targeted Income Groups - All assisted units must be occupied by households with an income of 80% of median or less.
2. **Maximum Appraised Value** - Federal regulations restrict the appraisal value of assisted units to the following current (January, 2008) limits:

<u>Type Structure</u>	<u>Appraisal Value</u>
1 Family and Condominium	\$334,058
2 Family	376,254
3 Family	457,132
4 Family	527,460

<https://entp.hud.gov/idapp/html/hicost1.cfm>

C. OTHER FEDERAL REQUIREMENTS

1. Lead-Based Paint Regulations - All units in a project assisted with HOME funds **MUST** comply with the regulations implementing the Lead-Based Paint Poisoning Prevention Act of 1971.

2. Handicapped Accessibility - All units in a project assisted with HOME funds must comply with all applicable regulations governing accessibility, including:

- Architectural Barriers Act of 1968, as amended
- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act of 1973
- Fair Housing Act

3. At a minimum, HOME projects shall comply with all applicable federal laws and regulations, including, but not limited to:

- Executive Order 11063, as amended by 12259
- Executive Order 11593
- Executive Order 11246
- Federal Labor Standards Provisions
- The Civil Rights Act of 1964
- Title 8 of the Civil Rights Act of 1968
- National Environmental Policy Act of 1969
- Flood Disaster Protection Act of 1973(PL 93-234)
- HUD Lead-Based Paint Poisoning Prevention of 1974
- Clean Air Act, as amended, 42 USC 1857, et seq.
- Archaeological and Historic Preservation Act of 1974
- Architectural Barrier Act of 1968
- Hatch Act
- Federal Water Pollution Control Act, as amended, 33 USC 1251, et seq.
- National Flood Insurance Program
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Section 3 of the Housing & Urban Development Act of 1968

also to include:

- Part 92.251 (Property Standards)
- Part 92.252 (Qualification as Affordable Housing: Rental Housing)
- Part 92.253 (Tenant and Participation Protections)
- Part 92.350 (Equal Opportunity and Fair Housing)
- Part 92.351 (Affirmative Marketing)
- Part 92.352 (Environmental Review)
- Part 92.353 (Displacement, Relocation and Acquisition)
- Part 92.354 (Labor)
- Part 92.355 (Lead Base Paint)

- Part 92.356 (Conflict of Interest)
- Part 92.357 (Executive Order 12372)

D. MATCH

All projects assisted with HOME funds incur a match liability in an amount equal to **No LESS THAN 25 PERCENT** of the total HOME funds granted to the project. In order to qualify as match, the match must be a permanent non-Federal contribution to the project.

1. Eligible sources of match are:

- cash contribution
- Foregone taxes and/or waived fees or charges associated with HOME
- donated land and other real property
- on-site and off-site infrastructure improvements
- donated site-preparation and construction materials
- donated use of site-preparation and construction equipment
- direct costs of supportive services to residents of HOME projects
- direct cost of homebuyer counseling to HOME-assisted households
- donated voluntary labor and professional services

2. Ineligible Sources of Match

- contributions made with or derived from federal resources or funds (including CDBG), regardless of when the funds were received or expended
- subsidies from tax-exempt financing/tax credits
- owner equity in a project (except sweat equity)
- match for any other federal program.

E. MUNICIPAL SUPPORT FOR THE PROJECT

All applications MUST be accompanied by a letter of support for the project and the applicant's request for HOME Housing Production funds from the municipality in which the project is located.

HOME INVESTMENT PARTNERSHIPS
PROGRAM

APPLICATION FOR FUNDING
HOUSING PRODUCTION PROGRAM



COUNTY OF MERCER

GENERAL INSTRUCTIONS

1. Applicant must use the official Mercer County HOME form (photocopies will be accepted). It must be dated and signed by the Chief Executive Officer of the applying Agency/Organization.

Typewritten applications and attachments are preferred over handwritten submissions and must be signed in all instances. A copy of the application in digital format may be requested.

2. Applications and all supporting documentation must be in English.
3. All pages must be single sided of 8-1/2" x 11" white paper.
4. Application pages should be stapled.
5. **ALL** applications must be accompanied by a letter of endorsement from the municipality in which the project will be located. The letter must be directed to the Mercer County Executive.
6. If the project is located on a county road, evidence of approval by the County Planning Board must accompany the application.
7. Applicants must submit **one original** and **five** copies of the completed application.
8. Only one project per application.

HOME APPLICATION
MERCER COUNTY

Applicant:

_____ (Name)

Name & Address of Contact Person:

_____ (Name)

_____ (City, State, Zip Code)

_____ (Telephone No.) _____ (FAX No.)

Project Name:

Project Location: Block(s) _____ Lot(s) _____

_____ Street City State Zip Code

_____ County Municipality

Please attach a map clearly locating the project site following this page. Also provide photos of site and surrounding areas (submit one set of color copies, other copies can be black and white if preferred)

Total Project Cost: \$ _____

Amount of Home Funds Requested: \$ _____

Project Type:

Check all that apply:

- For Sale Rental
 Acquisition & New Construction
 Acquisition & Rehabilitation
 Rental Rehabilitation
 New Construction (Specify Type of Construction)
 Conventional Modular/Manufactured
 Other, specify _____

Applicant Type:

Check (all that apply)	Applicant Type
<input type="checkbox"/>	CHDO
<input type="checkbox"/>	Nonprofit
<input type="checkbox"/>	Limited-Dividend
<input type="checkbox"/>	Limited Partnership
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Liability Corporation (LLC)
<input type="checkbox"/>	Other (please specify)

Administrative Agency(s) Implementing the Project:

(Agency Name)

(Contact Person)

(Address)

(Telephone No.)

(City, State, Zip Code)

(Fax No.)

Please attach additional contact information if necessary

Project Narrative:

Describe, in detail, the **Proposed Project (only)** and all its various components. Include a project description and a description of all phases of implementation. If new construction or vacant building rehabilitation, indicate who will be responsible for site acquisition, arranging financing, preparing plans and specifications, securing contractors, monitoring construction, marketing and tenant selection.

Please insert additional pages following this page if necessary.

PROJECT NAME _____ **APPLICANT NAME** _____

Environmental Site Conditions:

If an environmental review has been undertaken, please attach it to this application or forward to this office when completed. Provide copies of Phase I audits if completed.

Availability of Utilities					
Utilities	YES	NO	Distance from Site	Public	Private
Water					
Sewer					
Gas					
Electrical					
Other					
Other					

STATE AND REGIONAL PERMITS AND/OR CERTIFICATES

(CHECK ALL THAT THE PROJECT WILL REQUIRE AS WELL AS THE STATUS.)

	<u>Required</u>	<u>Applied</u>	<u>Not Applicable</u>
<input type="checkbox"/> CAFRA	[]	[]	[]
<input type="checkbox"/> Statewide General Freshwater Wetland Permit	[]	[]	[]
<input type="checkbox"/> Open Water Fill Permit	[]	[]	[]
<input type="checkbox"/> Individual Freshwater Wetlands Permit	[]	[]	[]
<input type="checkbox"/> Transition Area Waiver or Averaging Permit	[]	[]	[]
<input type="checkbox"/> Stream Encroachment	[]	[]	[]
<input type="checkbox"/> Water Diversion	[]	[]	[]
<input type="checkbox"/> Soil Erosion and Sediment Certificate	[]	[]	[]
<input type="checkbox"/> Air Pollution Control	[]	[]	[]
<input type="checkbox"/> Waterfront Development	[]	[]	[]
<input type="checkbox"/> Discharge Prevention & Control	[]	[]	[]
<input type="checkbox"/> Underground Storage Tank (UST)	[]	[]	[]
<input type="checkbox"/> Dam Repair/Construction	[]	[]	[]
<input type="checkbox"/> Realty Improvement Sewerage and Facilities Certificate	[]	[]	[]
<input type="checkbox"/> NJPDES Permit (Surface Waters)	[]	[]	[]
<input type="checkbox"/> NJPDES Permit (Groundwaters)	[]	[]	[]
<input type="checkbox"/> Sewer Extension/construction	[]	[]	[]
<input type="checkbox"/> Sewer Connection Exemption	[]	[]	[]
<input type="checkbox"/> Water Quality Certificate	[]	[]	[]
<input type="checkbox"/> Solid Waste Facility Registration	[]	[]	[]
<input type="checkbox"/> Disruption of Solid Waste	[]	[]	[]
<input type="checkbox"/> Recycling Facility	[]	[]	[]
<input type="checkbox"/> Haz/Waste Facility	[]	[]	[]
<input type="checkbox"/> Water Diversion (surface)	[]	[]	[]
<input type="checkbox"/> Water Diversion (Groundwater)	[]	[]	[]
<input type="checkbox"/> Water Lowering Permit	[]	[]	[]
<input type="checkbox"/> Well Drilling Permit	[]	[]	[]
<input type="checkbox"/> Potable Water Facility	[]	[]	[]
<input type="checkbox"/> Green Acres Review	[]	[]	[]
<input type="checkbox"/> Access Driveway Permit	[]	[]	[]
<input type="checkbox"/> Drainage Permit	[]	[]	[]
<input type="checkbox"/> Highway Advertising Permit	[]	[]	[]
<input type="checkbox"/> Outdoor Advertising Permit	[]	[]	[]
<input type="checkbox"/> D&C Canal Review	[]	[]	[]
<input type="checkbox"/> Delaware River Basin Commission Review	[]	[]	[]

Any additional? _____

	CONDITION	YES	NO
Zoning	Is the site zoned for the proposed use?		
	* Will a land use variance be required?		
Size of Site			
Site Control	Does the applicant/developer have an option to purchase?		
	Is the site already owned by the applicant?		
State Plan	Does project conform with the State Development and Redevelopment Plan?		
Wetlands/ Flood	Is project located in a flood plain?		
	Are wetlands located on the project site?		
	Is the project located in a flood hazard area?		
Historic	Will project impact any historic structures?		
	Is the historic structure on the state or federal register?		
	If not, is the historic structure potentially eligible for inclusion on either of these registers?		
	Will project impact any archaeologically sensitive area?		
Underground Storage Tanks	Are there any existing structures or underground tanks on the site?		
Relocation	If there are structures located on the site, will relocation be necessary?		
Demolition	If there are structures located on the site, will demolition be necessary?		

* Please attach a copy of the variance (if required) to this application following this page

III. GENERAL HOUSING INFORMATION

Check all that apply:	Specifically Targeted Population	# Units
	Elderly (one household member over 62 – not frail)	
	Frail Elderly	
	Disabled	
	HIV/AIDS	
	Families in Programs to Achieve Economic Independence	
	Small Families (2-4 individuals)	
	Large Families (5 or more individuals)	
	Other Households (1 or more persons not meeting large or small definitions, elderly households of 3 or more, or special need category)	
	Non- Targeted Units – General Population	

Building Type				
Building Type	No. of Stories	No. of Buildings	No. of Units/Bldg	No. of Units
Single-Family				
Attached				
Detached				
Townhouse				
Semi-detached (2-family or duplex)				
Other (specify)				
Multi-Family				
Hi-Rise				
Mid-Rise				
Garden Style				
Other (specify)				

UNIT SIZES AND DESIGNATIONS - Complete for both Rental and For Sale Projects										
Unit Type	HOME-Assisted Units				COAH* Qualified Units				Market Units	
	Low-Income	Size in Square Feet	Moderate-Income	Size in Square Feet	Low-Income	Size in Square Feet	Moderate-Income	Size in Square Feet	Market	Size in Square Feet
Efficiency										
0 Bedroom / Studio										
1 Bedroom										
2 Bedrooms										
3 Bedrooms										
4 or more Bedrooms										

PROJECT NAME _____ *APPLICANT NAME* _____

For - Sale
Project Section

SALES PROJECT DATA – Complete Only for Projects with For-Sale Units

No. of Bedrooms	Costs at Point of Sale		Annual Post-Sale Costs			
	Sales Price	Closing Costs	Annual Mortgage Payment	Annual Taxes & Insurance	Common Charges	Total Payments
HOME-Assisted Units						
1						
2						
3						
4+						
COAH-Qualified Units (not HOME funded)						
1						
2						
3						
4+						
Market Units						
1						
2						
3						
4+						

PROJECT NAME _____ *APPLICANT NAME* _____

Rental Project Section

PROJECT NAME _____ **APPLICANT NAME** _____

RENTAL PROJECT INCOME DATA – Complete Only for Projects with Rental Units

Line A Total Home Assisted Units in Project _____

Line B Minimum Low Home Rent Units (Multiply Line A by 20%)
Enter zero if less than 5 Total Home Assisted Units _____

Line C High Home Rent Units (Subtract Line B from Line A) _____

		1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms	Total
1	Low Home Rent	800	961	1110	1238	
2	# units at Low Home Rent (Line B above)					
3	Revenue from Low Home Rent Units (Line 1 x Line 2)					
4	High Home Rent	850	1022	1221	1371	
5	# units at High Home Rent (Line C above)					
6	Revenue from High Home Rent Units (Line 4 x Line 5)					
7	Rent For Unassisted Units					
8	# Unassisted Rental Units					
9	Revenue from Unassisted Units (Line 7 x Line 8)					
10	GROSS RENT POTENTIAL (Line 3 + Line 6 + Line 9)					

PROJECT NAME _____ APPLICANT NAME _____

BREAKDOWN OF MONTHLY RENT ELEMENTS				
Bedrooms	Monthly Rent	Monthly Utilities Not In Rent*	Other Fees & Charges**	Gross Rent
HOME-Assisted Units				
0 /1				
2				
3				
4+				
COAH-Qualified Units (not HOME funded)				
0 /1				
2				
3				
4+				
Market Units				
0 /1				
2				
3				
4+				

* List utilities not included in rent: _____ **List other fees and charges: _____

**NOTE: Gross rents for HOME assisted units cannot exceed Low/High HOME rents calculated on previous page
Use Utility Allowance Chart on following page to calculate value of utilities not included in rent**

RENTAL PROJECT DATA – Complete Only for Projects with Rental Units

**ONE-YEAR RENTAL PROJECT PRO FORMA
OPERATING BUDGET**

OPERATING INCOME		
1. Gross Rent Potential (From Page _____)		
2. Vacancy allowance (___% of Line 1)		
3. Effective gross rent (Line 1 minus Line 2)		
4. Other income		
5. Reserve for Bad Debt		
6. Effective Gross Income (Line 3 minus Line 4 minus Line 5)		
OPERATING EXPENSES		
Management		
7. Management Fee		
8. Management staff costs (salaries) *		
9. Legal fees		
10. Accounting/audit fees		
11. Advertising/marketing		
12. Telephone		
13. Office supplies		
14. Other administrative expenses*		
Management Subtotal		

<u>Maintenance</u>		
15. Maintenance staff costs (salaries)*		
16. Elevator (if any)		
17. Other mechanical equipment *		
18. Decorating *		
19. Routine repairs and supplies		
20. Exterminating		
21. Lawn and landscaping		
22. Garbage/trash removal		
23. Snow removal		
24. Other *		
Maintenance Subtotal		
<u>Utilities</u>		
25. Electricity		
a. Residential		
b. Commercial areas		
c. Common areas		
26. Heat and hot water (Specify fuel)		
a. Residential		
b. Commercial areas		
c. Common areas		
27. Sewer and water		
Utilities Subtotal		

Taxes/Insurance/Reserve		
28. Property and Liability Insurance		
29. Real estate taxes (estimated value of (\$_____) times projected tax rate of \$_____/ \$1,000)		
31. Operating deficit reserve		
32. Replacement deficit reserve		
Taxes/Insurance/Reserve Subtotal		
33. TOTAL OPERATING EXPENSES (Lines 7 through 31)		
INCOME AVAILABLE FOR DEBT SERVICE		
Effective Gross Income (Line 6)		
Minus Total Operating Expenses (line 32)		
34. NET OPERATING INCOME		
35. DEBT SERVICE		
36. NET CASH FLOW		

* Please specify these costs in detail on an attached sheet

PROJECT NAME _____

APPLICANT NAME _____

TEN-YEAR PRO FORMA RENTAL OPERATING BUDGET

TEN - YEAR SPAN *										
	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
Gross Revenue Potential @ ___%										
Less Vacancy Allowance @ ___%										
Plus Other Income										
Less Reserve for Bad Debt @ ___%										
Effective Gross Income										
Mgmt. Expenses @ ___%										
Maintenance Expense @ ___%										
Utilities Expenses @ ___%										
Taxes/Insurance/Reserves @ ___%										
Net Operating Income										
Less Debt Service										
Net Cash Flow										

PROJECT NAME _____

APPLICANT NAME _____

Complete the Following for all Types of Applications

**SOURCES AND USES OF FUNDS
COMPLETE FOR ALL PROJECTS**

Item	Source	Terms and Conditions*	Amount
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.			
TOTAL FUNDS FROM ALL SOURCES			

* Specify "Loan" or "Grant", including "Owner's Funds"

NOTE: Total sources on this page should equal total uses on page 19. Include all sources of funding, both public and private required to complete project. If sources are not yet known, list as “unidentified at this time”.

PROJECT COSTS – USES OF FUNDS					
Itemized Cost	Actual Cost	Source A MC HOME	Source B	Source C	Source D
Acquisition Costs 1. Land 2. Existing Structures 3. Demolition 4. Other					
Site Work 1. Site Work (not in construction contract) 2. Other					
Construction/Rehabilitation 1. Site Work 2. New Building 3. Rehabilitation 4. General Requirements 5. Contractor Overhead 6. Green Features (if applicable) 7. Construction Contingency					
Architectural and Engineering Fees 1. Architect Fee – Design 2. Architect Fee – Supervision 3. Consultant or Processing Agent 4. Engineering Fees 5. Other *1					
Other Owner Costs 1. Appraisal/Market Study 2. Accounting/Audit 3. Building Permits 4. Utility Tap Fees 5. Impact Fees 6. Hazard & Liability Insurance (construction period) 7. Environmental Site Assessment 8. Soil Testing/Geotechnical 9. Real Estate Attorney 10. Construction Loan Legal 11. Title and Recording, Closing Costs 12. Survey (Boundary/Topo/As-built) 13. Professional Planner 14. Cost Certification 15. Deferred Developer Fee 15. Other *1					
Interim Financing Costs 1. Construction Interest 2. Construction Loan Origination Fee 3. Loan Title & Recording					

PROJECT COSTS – USES OF FUNDS					
Itemized Cost	Actual Cost	Source A MC HOME	Source B	Source C	Source D
Permanent Financing Fees and Expenses 1. Loan Points and Fees 2. Loan Interest 2. Permanent Loan Origination Fee 3. Title and Recording 4. Legal Fees					
Project Reserves 1. Rent-Up Reserve 2. Operating Reserve					
Tenant Relocation					
Project Administration/Management 1. Marketing/Leasing 2. Operating Expenses 3. Taxes 4. Insurance					
Total Uses (Development)					
Total Sources (Development from previous table)					
Difference					

* Specify Source: Each source in Table 1 (page 17) must correspond to the Source in Table 2. (pages 18 and 19) If you have more than four sources, duplicate this page and re-label the source columns.

*1 Specify Costs: If you have more than four sources, leave Actual Cost column blank on any additional pages. Carry the amounts for any additional pages to the main Actual Cost column.

PERMANENT FINANCING		
Identify any sources of permanent financing that will replace the development financing sources identified above.		
Lender/ Investor	Terms	Amount

PROJECT NAME _____ **APPLICANT NAME** _____

PROJECT MATCH LIABILITY			
TYPES OF MATCH	BRIEF DESCRIPTION & SOURCE OF MATCH	WRITTEN COMMITMENT Y/N	AMOUNT OF PROJECT MATCH
Cash (non-Federal sources)			
Foregone Taxes, Fees, Charges*			
Appraised Land/real Property			
Required Infrastructure			
Site Preparation, Construction Materials,			
Donated Labor			
Bond Financing			
Other:			

V. Project Schedule

Activity	Start Month/Year	Complete Month/Year
Close on Financing		
Acquisition		
Site Plans		
Architectural Plans		
Zoning / Variances		
Local Approvals		
Local Permits*		
State DEP*		
State ECRA**		
State P.R.E.D. (condo's)		
Other		
Site Work		
Building Construction		
Occupancy		

P.R.E.D.- Planned Real Estate Development

PROJECT NAME _____ **APPLICANT NAME** _____

Designated Developer or Contractor (if applicable):

(Name of Firm)

(Contact Person)

(Address)

(Telephone No.)

(City, State, Zip Code)

(Fax No.)

Previous Development Experience:

Describe the experience of all administrative agencies designated to coordinate, participate in, or oversee implementation of the proposed housing plan. Give a brief description of each agency's expertise, staff level, past experience and involvement in past housing projects. **CITE UP TO THREE PAST PROJECTS OF A COMPARABLE NATURE INDICATING DEGREE OF INVOLVEMENT, PROJECT ADDRESSEES, NUMBER OF UNITS, SCOPE OF WORK AND DEVELOPMENT COSTS.** If the administration of the program will be subcontracted to a consultant, describe the consultant's expertise and related experience in detail as outlined above.

Please insert additional pages following this page if necessary.

Applicant Certifications

The Applicant hereby assures and certifies that it will comply with the regulations, policies, Guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program, if approved for funding. Also, the Applicant gives assurances and certifies with respect to the grant that:

- a. The Applicant possesses the legal authority to make a grant submission, the carry out the programs for which it is seeking funding, and undertake the proposed program under State and local law and in accordance with applicable HUD regulations.
- b. Prior to the submission of this Request for Funding Application, the Applicant has obtained the written support of the municipality in which the project is to be undertaken.
- c. The Applicant will work to affirmatively further fair and affordable housing, take appropriate actions to overcome the effects of any impediments identified to fair and affordable housing choices for low- and moderate-income individuals and families. Further, the Applicant will agrees to maintain records reflecting actions taken to affirmatively further fair and affordable housing.
- d. The Applicant will administer the grant, if provided, in accordance with the HOME Investment Partnership Program regulations defined in 24 CFR Part 92 and other Federal regulations, policies, guidelines. And requirements, including those outlined in OMB Circulars nos. A-87, A-110, A-122, A-128, and A-133 as they relate to the acceptance and use of federal funds under this federally assisted program; and the Uniform Administrative and Program Management Standards and Cost Principles contained in 24 CFR Part 54 and 85;
- e. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and will follow the County's a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the HOME program.
- f. To the best of the jurisdiction's knowledge and belief:
 - No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
- g. The housing activity to be undertaken with HOME funds are consistent with the County's approved Consolidated Plan.
- h. It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.
- i. The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.
- j. The Applicant with the lead-based paint regulations at 24 CFR Parts 35, 968, and 1000;
- k. The Applicant is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.
- l. Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;
- m. It will give HUD, the Comptroller General, Mercer County Housing and Community Development Program, or any other authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant, if approved.

THE APPLICANT CERTIFIES THAT:

To the best of its knowledge and belief, the data and statements presented in this application are true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with the certifications listed above if the application for funding is approved. Further, I realize that Mercer County will rely on such information in making its determination as to the project's potential for financing. If any of the other information submitted in the proposal changes, I am aware that Mercer County's determination as to project acceptability may be affected, and that financing, if awarded may be jeopardized.

Certifying Representative:

NAME (TYPE)

TITLE

DATE

SIGNATURE

HOME Program Application Checklist

~ Application **original**, typewritten and all information provided, plus **ten copies** (11 total).

Submit ONE copy of the following documents with your application

- ~ Project endorsement from the municipality.
- ~ Evidence of Site Control (title evidence, purchase contract, etc.)
- ~ Executed Partnership Agreement or Incorporation Documents (at a minimum, a draft of the proposed agreement must be submitted)
- ~ List of all partners, members or stockholders of for-profit applicants
- ~ IRS 501 (c)(3) Statement
- ~ Plan for Property Management
- ~ Marketing Plan (for projects with 10 or more units)
- ~ Appraisal (before and after rehabilitation/construction value)
- ~ Title Search, including Verification of all existing liens on the property (copies of legal documents and completed mortgage verification forms)
- ~ Survey, including plot plan
- ~ Commitment letter from all additional funding sources (commitment shall include all terms and conditions of the proposed financing)
- ~ Credit reports
- ~ Financial Statements -Audited Balance Sheet, Statement of Operations (partnerships, corporations, etc.)
- ~ Detailed Cost Estimate, Work write-up and/or Plans and Specifications
- ~ Job description for property manager (projects with 10 or more units)
- ~ Compliance with Handicapped Accessibility regulations
- ~ Compliance with relocation requirements (if project is occupied)
- ~ EPTA (Identification of current tenants and rents)
- ~ Certification of Subsidy Layering
- ~ Determination of status of historic eligibility (Section 106 Clearance, if applicable)
- ~ Evidence of Flood Insurance (if applicable)
- ~ Phase I environmental review of the proposed project site

PROJECT NAME _____

APPLICANT NAME _____