



# Housing Program Application HOME/AHTF HealthChoices – Housing Reinvestment Funds County of Montgomery, Pennsylvania Program Office: Housing and Community Development

Since 1974, the Program Office of Housing and Community Development has been the comprehensive provider of funding for community development, housing and related programs in Montgomery County. The funding for this application is received through the U.S. Department of Housing and Urban Development (HUD) via the Home Investment Partnerships (**HOME**) Program and locally through the Affordable Housing Trust Fund (**AHTF**).

In Pennsylvania, the managed care component of Medical Assistance (“MA”) is known as **HealthChoices**. Individual counties have the option of managing the Behavioral Health component of HealthChoices and participating in the “Reinvestment” process. Each year, the available HealthChoices funding for behavioral health services for each county is capitated. The Montgomery County Housing Reinvestment Funds available during this application process is for the development of 10 units. Total available funds for this round is \$1,250,000.00.

The Program Office administers these resources to promote comprehensive, coordinated approaches to addressing housing needs throughout Montgomery County. It has been demonstrated that economic development, community development, rental housing development, housing revitalization, homeownership, homelessness assistance and supportive services can work better if linked at the neighborhood and at the community level. In recent years, under the requirement of HUD, Montgomery County has developed a Consolidated Plan describing an overall strategy for spending federal, state and local funds.

In recommending projects for funding, the Program Office of Housing and Community Development will be guided by the Housing Goals, and Priority Needs identified in the 2020-2024 Five-Year Consolidated Plan listed below:





**Goal #1: Rehabilitation of Current Housing Stock** - Promote the rehabilitation and preservation of the existing affordable housing stock (homeowner and rental) through partnerships with agencies that provide housing rehabilitation assistance.

Support the Montgomery County Housing Authority (MCHA) to improve and maintain existing public housing units.


**Goal #2: Expand Rental Housing Stock** - Creation of new affordable rental housing for households below 80% of the area median income. [The County encourages projects that include the following; those that provide project based rental assistance; those serving the lowest income households; set-asides for disabled households; units for Low-income families and units with supportive services for seniors 62 and over.]

**(Please note the HOME Program in Montgomery County requires a lower area median income at 60% for any unit supported with HOME funds)**

**Goal #3: Expanding Homeownership** - Creation of new affordable home ownership opportunities for households between 50% and 80% of the area median income. :

-  **Objective 1:** Provide education to LMI families through household budget counseling and first-time homebuyer training programs;
-  **Objective 2:** Support initiatives by local organizations to develop units of affordable sales housing;
-  **Objective 3:** Provide down payment and closing cost assistance to at least eligible homebuyers; and
-  **Objective 4:** In cooperation with MCHA, assist Section 8 households become homebuyers.

**Goal #4: Strategic Use of Tenant-Based Rental Assistance** Fund Tenant-Based Rental Assistance annually to provide suitable housing for at-risk and special needs populations.

 **Objective 1:** Through the strategic use of tenant-based rental assistance, make funds available to the County Behavioral Health and Developmental Disabilities (BHDD) program..

### **Priority Homeless Goals**

- Goal #1: Improve data collection and analysis.
- Goal #2: Expand housing models and opportunities for homeless individuals and families.
- Goal #3: Increase homeless prevention efforts through discharge planning and better use of mainstream services.
- Goal #4: Expand and target supportive services.
- Goal #5: Continue community education and advocacy.
- Goal #6: Continue support of the existing centralized intake system for homeless persons and persons near homelessness.
- Goal #7: Expand permanent supportive housing for chronically homeless individuals.

### **Homeless Needs and Strategies**

The priorities for ending homelessness are based on the recognition that homelessness results from more than simply a lack of affordable housing, although providing housing is the ultimate objective. The County serves homeless persons through the Your Way Home (YWH) Montgomery County Initiative, which includes the Montgomery County Continuum of Care (CoC). The Montgomery County CoC covers the entire geographic area of the county, including Lower Merion, Norristown, and Abington. The efforts to end homelessness in Montgomery County are outlined in the YWH website and accompanying YWH Operations Manual, a copy of which is available upon request. Your Way Home Montgomery County is the county's unified and coordinated housing crisis response system for families and individuals experiencing homelessness or at imminent risk of homelessness. Your Way Home embraces a "housing first" approach to ending homelessness by first helping people find or maintain permanent housing with stability and then connecting them with community, health, human, and financial services they need to prevent future experiences of homelessness.

Through coordinated entry and assessment, Your Way Home prioritizes housing and services based on vulnerability and need rather than on a first come, first serve basis.

### **HealthChoices – Housing Reinvestment Funds**

- **Create Permanent Supportive Housing**

While proposals will undergo a County review process, final selection is contingent upon approval from the Pennsylvania Office of Mental Health and Substance Abuse Services (OMHSAS).

Preference will be given to Projects meeting the following criteria:

- The rents of the targeted units shall be based on the percentage of tenant income (30%) using the tenant rent calculation that is used by the Montgomery County Housing Authority.
- The project will be near public transportation with access to retail establishments.
- The targeted units are primarily one-bedroom units.
- The number of targeted unit does not represent more than 25% of the total units in the project.
- Ability to leverage other funds and resources for the project, especially Section 811 vouchers.

### **Target Population**

To be eligible to reside in a target unit funded by HealthChoices Behavioral Health Housing Re-Investment Capital Funds ("MH Capital Unit"), at least one Head-of-Household must meet the following criteria:

- Have a significant mental health challenge (have a mental health diagnosis meeting the state definition of serious mental illness or co-occurring disorder).
- Be eligible for and have Medical Assistance (HealthChoices or Community HealthChoices) health insurance.
- Be a Montgomery County Resident.
- Be 18 years or older.

For more information on the Pennsylvania HealthChoices – Housing Reinvestment Funds follow this link:

[http://www.paproviders.org/archives/Pages/MH\\_Archive/OMHSAS\\_Housing\\_Support\\_121306.pdf](http://www.paproviders.org/archives/Pages/MH_Archive/OMHSAS_Housing_Support_121306.pdf)

Through this application process, the Program Office is requesting all applicants to examine their approach in meeting the goals of the five-year strategy outlined in the 2020 - 2024 Five-Year Consolidated Plan and those of the HealthChoices Reinvestment Fund. The Program Office of Housing and Community Development will encourage a comprehensive approach and will support activities that integrate all available resources.

NOTE: The Program Office of Housing and Community Development have a primary goal to provide safe, affordable housing. For this reason, the program will not consider projects that will incur *relocation* costs as a result of displacement of persons from housing units. Additionally, all project proposals should be in the final phases of development. Since HOME dollars must begin spending within 24 months of the date of signing the agreement, **new** construction projects must include site control documentation, project schedule documentation, and community support letters and have all zoning approvals *before* submitting an application. All applications must be a HOME eligible activity even if the project is funded under the Affordable Housing Trust Fund (AHTF) in order to ensure the County is meeting the HUD matching requirements of the HOME program. Applications, which cannot demonstrate all of these requirements, may not be considered for funding.

**APPLICATIONS MUST BE RECEIVED IN THE PROGRAM OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT BY 4:15P.M., FRIDAY APRIL 9, 2021.**  
TRANSMITTALS VIA FACSIMILE (FAX) MACHINE WILL NOT BE ACCEPTED.

**DUE TO COVID** the building is closed to the public.

- The **original PDF** of the entire application package must be submitted to: [dneuschw@montcopa.org](mailto:dneuschw@montcopa.org)
- (Also, a copy of the application package may now be transmitted in the form of a Flash drive and mailed the address below.)

The Program Office of Housing and Community Development as follows:

**Denise Neuschwander, Program Coordinator**  
**Montgomery County Office of Housing**  
**And Community Development**  
P. O. Box 311  
Norristown, PA 19404-0311.

Each application file must stand alone, therefore all required back-up documents, (i.e. By-laws, 501 (c) 3, Articles of Incorporation etc.) need to be submitted even if submitted in a previous years' application.

To download 2021 HOME application, click on the left hand sidebar tab named 2021 Program Applications:  
<http://www.montcopa.org/index.aspx?nid=395>

# **PART I: Application Instructions**

## **Eligible Applicants**

Applications for funding may be submitted by:

- **Public agencies**
- **Non-profit organizations**
- **For-profit housing organizations**

Projects located in the following areas are **not eligible** to receive **HOME** funds.

**Abington Township  
Conshohocken Borough**

**Lower Merion Township  
Norristown Borough**

Projects located in areas of racial, ethnic or Low-Moderate Income (LMI) concentrations cannot be funded with **HOME**. Impacted areas can be considered using AHTF but it is not a high priority.

The following organizations are recognized by the County as a Community Housing Development Organizations (CHDO) are:

**Advanced Living**

**Genesis Housing**

**Petra Community Housing**

## **Review Process**

Staff will review each funding application as it relates to applicable federal regulations, HOME/AHTF program eligibility and funding criteria. Applications will be evaluated based on the following criteria:

- **Application Completeness**
- **The project must be a HOME eligible activity**
- **Rental projects that involve collaborations with advocacy organizations where there is a written affirmative marketing plan that describes outreach measures to members of the protected classes.**
- **Rental projects that will provide Your Way Home (YWH) units for homeless or formally homeless residents of Montgomery County**
- **Extent to which County Consolidated Plan Goals and Priorities are met**
- **Agency capacity and experience**
- **Leveraging of funds/other sources of funds/matching funds**
- **Subsidy Layering Review**
- **Past and present performance and amount of County funds received to date**
- **New Construction - project schedule, site control, community support and zoning approvals.**
- **Activities that affirmatively further fair housing.**
- **BONUS POINTS**
  - **Provide YWH dedicated units.**
  - **Provide Low Income Family Rental Projects.**
  - **Provide Low Income efficiency units made available to residents under the age of 62**
  - **Housing projects located near public transportation hubs.**
  - **Housing projects located near employment centers.**

All funding recipients will be required to execute a commitment letter, a grant or loan agreement with Montgomery County within twelve months of the program year start date which is October 1, 2021. Any activity that cannot meet that goal may not be considered a currently fundable activity.

The commitment letter will not serve as a contract between the County and the applicant. Only the contract/agreement will define the responsibilities of the respective parties. **Project costs incurred will not be reimbursed prior to the execution of the agreement or before the Release of Funds is issued as required under the environmental review process.**

## **Common factors for approval**

Several factors are considered when scoring applications. They include:

**Capacity** – addresses the extent to which the applicant has the organizational resources necessary to successfully implement the proposed activities in a timely manner. Such resources include a staff of sufficient size, possessing knowledge, and experience in the proposed activities. In cases where the applicant will utilize personnel *not* considered staff of the organization, the applicant may be asked to demonstrate timely and easy access to qualified experts and/or professionals. In cases where the applicant previously received funding, past experience will be evaluated in terms of the applicant's ability to achieve measurable progress in implementing its most recent grant awards.

**Needs/Extent of the Problem** – refers to the extent to which there is a need for funding the proposed activities to address a documented need within the community. Applicants should focus on demonstrating the extent of the problem in the geographical area that will be targeted by the project or program. The need should be relevant to the intent of the proposed activities and documented using sound and reliable data wherever possible. Where firm statistical data is not available for the target area other means of documenting need are acceptable. Wherever possible, applicants are required to link the documentation of need to the needs and data identified in the County's Five-Year Consolidated Plan.

**Soundness of Approach** - addresses the quality and appropriateness of the applicant's proposed program. The exact criteria that will be considered in rating this factor will vary by program.

**Leveraging Resources** – refers to the ability of applicants to secure resources beyond those provided by the specific program from which the applicant is seeking funds. Resources leveraged may include funding or in-kind contributions, such as services or equipment. Partners providing the leveraged resources may include governmental entities, public, or private nonprofit organizations, for-profit private organizations, individuals, or other entities willing to partner with applicant. This factor focuses on resources to be allocated to the specific activities being proposed by the applicant. Therefore, applicants should give special consideration to creating partnerships that are appropriate for designing and implementing the proposed activities, rather than simply including as many organizations as possible.

**Comprehensiveness and Coordination** – addresses whether or not the strategy proposed by the applicant is comprehensive and coordinated with related activities in the community. The purpose of this factor is to ensure that, wherever possible, applicants do not operate programs in isolation. Instead link the project to related activities and organizations to improve the overall effectiveness of all efforts being undertaken in that community. A good example of this would be to provide a supportive letter for the activity or documentation from the municipal authority within the community showing a discussion has taken place and this proposal is under consideration.

**Site Control, Project Schedule Approvals, Zoning Clearances and Community Support** - Proforma addresses the feasibility of the project and determines if the funding will be utilized within the HOME/AHTF Program's limited project schedule. The HOME Investment Partnerships Program requires the Program Office to expend funds within a specific time schedule. Applicants should be clear in explaining when key milestones have been or will be met.

**\*Subsidy Layering** – The following documents will be needed to complete the HOME/AHTF subsidy layering analysis: This must be a separate package labeled **\*Subsidy Layering Review Package**. If you have already provided some of these documents in the application, simply make a copy for the Subsidy Layering Review Package. These documents will be sent out for a complete funding and underwriting evaluation of the project.

1. Please provide the information on project financing, including construction costs.
2. Please provide information on unit composition (by number of bedrooms), square footage of building and of living space.
3. Please provide information on utilities that the tenant is expected to pay. What utility allowances is the developer going to use in the absence of a county housing authority to set these rates?
4. Please provide a copy of an independent property appraisal showing the value of the property that will be acquired by the developer. As you are aware, HUD requires that we justify the expenditure of HOME funds on acquisition with a valid, independent appraisal.
5. Please provide a **proposed** 15 year operating proforma for the unit. This must show a detailed overview of the units operational cost for a 15 year period post rehabilitation.

6. Please provide an overview of the proposed rents by bedroom size. Rents must be within the HOME rent limits for Funding Year 2020 as set by HUD.
7. Please tell us if utilities are included in the rent or will be the responsibility of the tenant.
8. Please provide an overview of any rental subsidy (i.e. housing choice voucher or a project based voucher) for the tenants. If no rental subsidies are proposed, please provide an overview of how the unit will remain affordable and sustainable if the rents collected do not cover the costs to maintain the unit.
9. Please provide a copy of written evidence of all funding commitments, including amount of the funding committed, by source, and how those funds will be used in the project. For example, a specific, signed commitment letter from the Trust Fund that outlines the amount, sources and uses of their funding in the project.

Please note the required HOME/AHTF PROGRAM period of affordability will be secured via a deed restriction.

## **Application - Specific Instructions**

Complete all parts of the application, using "N/A" whenever an item is not applicable to the project. Complete and attach all required exhibits and add any optional exhibits, labeling each clearly. All exhibits must be attached in alphabetical order to the back of the application.

Incomplete, insufficient, or missing information will cause applications to be eliminated from consideration. Please submit typewritten applications on 8 1/2" x 11" paper. Each application must contain page numbers and include a table of contents. All original applications must be **punched (three hole)** and may be bound in a three ring binder. **Please do not staple the application.** Copies are now being accepted in a CD format, if possible for the applicant. At the bottom right hand corner of each page of the application include a label or some other identification indicator with the agency name and project name and page number.

The original and one copy (copy may be in a CD format) of the application must be submitted to the Program Office of Housing and Community Development.

CHDO APPLICANTS – may submit two applications one for the activity and one for operating costs. Each application must stand alone with all necessary documents attached. Do not combine applications for operating funds with applications for construction financing.

Housing projects must meet certain criteria: income qualification, subsidy limits and rental limits. Income, subsidy, and maximum rental limits will be provided during the training session scheduled on February 23, 2021.

**APPLICATIONS MUST BE RECEIVED IN THE PROGRAM OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT; MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES, 1430 DeKalb Street, 3<sup>rd</sup> Floor, Norristown, PA 19401 or by mail @ PO BOX 311, Norristown, PA 19404-0311 BY 4:15 P.M., FRIDAY APRIL 9, 2021. TRANSMITTALS VIA FACSIMILE (FAX) MACHINE WILL NOT BE ACCEPTED.**



**4. The project or program must meet one of the following priorities as outlined in the 2020-2024 Five Year Strategic Plan (Please check all that apply)**

- Rehabilitation of the current housing stock.  Expand rental housing stock.
- Expand homeownership.
- Strategically use Tenant-Based Rental Vouchers (TBRA) through the HOME/AHTF program to address the needs of non-homeless special needs persons.

**FOR CHDO USE ONLY:**

**Is this a CHDO Project Activity?**  Yes  No

**Name of CHDO?**

**Who is your target population?** (Use codes below)

01 People: 02 Youth: 03 Elderly: 04 Households: 05 Large Households: 06 Small Households: 07 Elderly Households: 08 Businesses: 09 Organizations: 10 Housing Units: 11 Public Facilities:

**CHDO Tax ID:**

**IS THIS REQUEST FOR A CHDO PROJECT LOAN:**

Yes  No

**What is the Activity Type:** \_\_\_\_\_  
(Indicate only one:)  
1- Rehab Only  
2- New Construction Only  
3- Acquisition Only  
4- Acquisition & Rehab.  
5- Acquisition & New Construction

**5. Target Population:**

<b>Income</b> (check all that apply)		<b>Number of Household</b> (indicate number for each income level)	
	At or below 30 % of Median Income		# of Units
	At or below 50 % of Median Income		# of Units
	At or below 60% of Median Income		# of Units
	At or below 80 % of Median Income		# of Units
<b>Occupancy</b>			
	Families with minor children		# of Units
	Single Adults		# of Units
	Seniors		# of Units
	Other: _____		# of Units

**6. PROJECT FUNDING REQUEST - UNITS**

<b>Total All Project Costs:</b>		<b>Include the dollar amount of all funding sources.</b>
<b>Units at Completion:</b>		<b>How many units will be created?</b>
<b>YWH Assisted Units:</b> (Your Way Home – YWH)		<b>Your Way Home units for homeless or formally homeless residents of Montgomery County.</b> (Can be included in the total number of HOME units.)
<b>HOME/AHTF Assisted Units:</b>		<b>Of the units listed above, how many units will be assisted with the HOME/AHTF funding? County per unit Maximum Subsidy Limit applies.</b>
<b>Total 2021 Funding Request:</b>		<b>Total funds requested from the HOME/AHTF program.</b>



7. PROJECT FUNDING REQUEST – TBRA Households		
Total All Project Costs:		Include the dollar amount of all funding sources.
# of TBRA Assisted Households		How many households will receive TBRA Assistance?
#of YWH Assisted Households: (Your Way Home – YWH)		Your Way Home households for homeless or formally homeless residents of Montgomery County.
Total 2021 Funding Request:		Total funds requested from the HOME/AHTF program.

**NOTE: ALL TBRA APPLICATIONS MUST ATTACH A CLIENT PROFILE REPORT.**

8. Project Type		
What type of housing will you address?		Choose one: 1= Rental 2= Homeownership 3= Homeownership Rehab
Type of Ownership: <small>(Indicate who will own the unit/complex.)</small>		1= Individual 2 = Partner 3 = Corp. 4 = Non-Profit 5 = Public 9 = Other
CHDO Activity Code: <small>(Indicate if CHDO will own, sponsor or develop project)</small>		1 = Owned 2 =Sponsored 3 = Developer
<b>Owner Address:</b>		
Name:		
Address:		
City:		
State:		
Zip:		
Email Address:		
Phone:		
<b>Property Address: (If different)</b>	If scattered site, please include each address as a separate property. Attach additional site addresses to this form if known at time of application.	
Name:		
Address:		
City:		
State:		
Zip:		
Phone:		

**9. Project Narrative**

Attach a comprehensive description of this project. The narrative must specifically address each cost item identified in the project budget. In general, the narrative must include:

- A. **Brief description** of applicant’s general activities, qualifications, etc. (This should only be a few paragraphs. Please do not include a complete history of the applicants’ achievements.) Tell us who you serve, what services are provided and an example of recent activity supporting these claims.
- B. **Specific needs/priorities** to be addressed or improvements to be financed with this application request. (Identify the problem(s) that need to be resolved. Applicants must utilize the County’s 2020-2024 Consolidated Plan, the Analysis of Impediments and check the Planning Commission interactive website at <http://webapp.montcopa.org/planning/dataportal/Introduction.asp>. Include backup documentation to prove the need/priority described.
- C. **Project Description** - What is the actual project? (What do you plan to accomplish with this project, and how do you plan to accomplish it.) How will the County funds be utilized and what priority will this activity address?
  - 1. Is the project located in a non-impacted area of Montgomery County? Please explain. Is there public transportation, if so, what is available and where. Is the project located near employment centers, if so, explain.
  - 2. Specify exactly what the County funds will address. Include a detailed budget outlining expense by line item.
  - 3. Describe the site and provide map of site, include site demographics and pictures. Is there anyone living on site? Will there be a need for demolition and other site improvements?
- D. **Expected Outcomes** (Outcomes should be measurable, obtainable, clear, understandable, and valid. Examples of measurable outcomes include people counseled, buildings acquired, housing units built, etc.)
- E. **Project Schedule and Key Milestones and Dates;** include other funding dates, if applicable (A detailed project schedule must accompany this application, including key milestones and dates) For new construction projects the following must be addressed: Do you have site control? Do you have zoning approvals? Do you have community support, as evidenced through documentation from the municipality?

<b>EXAMPLE 2021 Milestones (Regulatory Maximum - four years)</b>	<b>Suggested Deadline Dates</b>
Site Secured	December 30, 2021
Units Constructed and/or Rehabbed	August 1, 2022
Units Resold	Nine (9) months from date available for purchase.
Units Rented	Fully Occupied within 18 months of completion
Project Completed	August 31, 2025

- F. **Describe how activity relates to the need and/or priorities** listed within the Consolidated Plan/housing goals 2020 – 2024. Please be specific and take special note of the objective cited from the Five Year Strategic Plan 2020 – 2024 Consolidated Plan for Montgomery County, Pennsylvania.
- G. **Describe** if the proposed project will generate any Program Income.

**Definition - Program Income**

**Program income** means gross income received by the participating jurisdiction, State recipient, or a subrecipient directly generated from the use of HOME funds or matching contributions. When program income is generated by housing that is only partially assisted with HOME funds or matching funds, the income shall be prorated to reflect the percentage of HOME funds used. Program income includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property acquired, rehabilitated, or constructed with HOME funds or matching contributions;
- 2. Gross income from the use or rental of real property, owned by the participating jurisdiction, State recipient, or a subrecipient, that was acquired, rehabilitated, or constructed, with HOME funds or matching contributions, less costs incidental to generation of the income;
- 3. Payments of principal and interest on loans made using HOME funds or matching contributions;
- 4. Proceeds from the sale of loans made with HOME funds or matching contributions;
- 5. Proceeds from the sale of obligations secured by loans made with HOME funds or matching contributions;
- 6. Interest earned on program income pending its disposition; and
- 7. Any other interest or return on the investment permitted under [92.205\(b\)](#) of HOME funds or matching contributions.

**10. Project Development - Important**

Completion of the environmental review process is mandatory **before** taking a physical action on a site or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, demolition, rehabilitation, conversion, lease, repair or construction activities. "Non-HUD funds" means any other Federal, state, local, private, or other funds. Further, the County may not commit HOME funds until HUD has approved the Request for Release of Funds and related certification (RROF) unless the activity has been determined exempt in accordance with 24 CFR §58.34 and §58.35(b). Contractors, owners and developers (including Community Housing Development Organizations) may not commit or expend funds on HOME projects until the County has completed the environmental review process. Therefore, at no time can a project begin or be underway before all clearances have been issued. This includes any demolition or site clearance or any item that will trigger the Uniform Relocation Act.

NOTE: The County may enter into an agreement for the conditional commitment of HOME funds for a specific project prior to the completion of the environmental review process. However, the County must ensure that any such agreement does not provide the recipient, subrecipient or contractor any legal claim to any amount of HOME funds to be used for the specific project or site unless and until the site has received environmental clearance.

**11. Project Readiness:**

List the Current zoning of the Project site: \_\_\_\_\_

<b><u>Have you obtained:</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Ownership of property			
Do you have Site control?			
Market study			
Appraisal			
Zoning Approvals? Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.			
Community Support – Provide documentation from Municipal Authority			
Cost estimates			
Building permits			
Utility service confirmation			
Environmental audit			
Architectural plans/specs			
Survey			
Land development plans			
Construction contracts			
Title insurance			
Payment/Performance Bond			
Builder's risk insurance			
Worker's compensation/ employee Liability Insurance			
Comprehensive general liability Insurance			
Management plan			
Affirmative Marketing plan			
Are any units currently occupied?			

Attach copies of all supporting documentation for above responses (i.e. deed, sales agreement, option, outstanding mortgages, preliminary plans and specifications, scope of work, cost estimates, permits, utility confirmation letters, environmental studies, studies, insurance binders, etc.

## **12. Project Development Costs/Budget – Attached as Exhibit A below**

### **Pro-forma**

Applicants are expected to utilize Exhibit A and B below in their submission. In addition to the overall general budget and budget narrative, pro-forma must be provided. The pro-forma must detail, at a minimum, the following areas: development budget, sources and uses of funds, construction budget, operating budget, operating cash flows, construction cash flow, units and revenue, affordability period projections, etc. Per unit subsidy limits, rent limits, and utility allowances must also be provided. This documentation will be used to underwrite the project to ensure success.

Indicate all project costs, including those not financed with County HOME funds. Please note that if the application is approved, the project budget becomes a binding part of the legal contract between the applicant and the County, the projected figures must be as accurate as possible. Also, depending on the actual County funding source provided to the activity, additional information may be required before closing.

12. Continued: Project Development Costs/Budget – Attached as this Exhibit A

## Exhibit A

*(Provide completed form or similar type budget outline form)*

DEVELOPMENT COSTS	TOTAL	PER UNIT COST
<b>ACQUISITION</b>		
Land		
Building		
Demolition		
Other: _____		
Other: _____		
Subtotal		
<b>CONSTRUCTION</b>		
General		
Appliances		
Structures		
Tap Fees		
Contingency		
Permits		
Other: _____		
Subtotal		
<b>RENOVATION</b>		
General Construction		
Other		
Other		
Subtotal		
<b>SITE PREPARATION</b>		
Parking		
Demolition		
Environmental		
Water/Sewer		
Other		
Subtotal		
<b>PROFESSIONAL SERVICES</b>		
Builder		
Architect		
Legal		
Survey/Permits		
Engineering		
Subtotal		
<b>MISCELLANEOUS</b>		
Appraisal		

<b>DEVELOPMENT COSTS</b>	<b>TOTAL</b>	<b>PER UNIT COST</b>
Market Study		
Credit Report		
Environmental Audit		
PHFA Fees		
Tax Fees		
Community Furnishings		
Rent-up Expenses		
Other		
Subtotal		
<b>CONSTRUCTION FINANCING</b>		
Loan Interest		
Loan Fees		
Insurance		
Other		
Subtotal		
<b>PERMANENT FINANCING</b>		
Loan Fee		
Other		
Subtotal		
<b>PROJECT RESERVES</b>		
Other		
Subtotal		
<b>DEVELOPER'S FEE</b>		
<b>OTHER</b>		
Subtotal		
<b>OPERATING EXPENSES</b>		
Salary		
Training		
Subtotal		
<b>COUNSELING</b>		
Subtotal		
<b>TOTAL PROJECT COSTS</b>		

**13. Sources of Funds - Attach this Exhibit B**

List the sources of all secured financing and submit letter(s) of intent from the financial institution and any public entity providing the financing. Include source, amount, interest rate and term, and designate grant or loan. **Date secured - when the secondary funds were granted. If secondary funds are not yet secured, please state the date of application and the word: PENDING**

**Exhibit B**

*(Provide completed form or similar type form)*

Sources of Funds	Grant/Loan	Amount	Rate	Term	Date Secured:
<b>Primary Financing</b>					
Tax Exempt Bonds					
Taxable Bonds					
Conventional					
Applicant Contribution	N/A				
Other					
PHFA –PennHOMES					
<b>Secondary Financing</b>					
CDBG					
State					
HOME					
Affordable Housing Trust Fund					
HealthChoices - HRI					
FHLBB					
PHFA - LIHTC*					
Foundations					
Other					
<b>Grants</b>					
CDBG					
State					
HOME					
Affordable Housing Trust Fund					
FHLBB					
Prior Year Grant Funds					
Other					
Other					
Other					
<b>Syndication Proceeds</b>					
<b>General Partner Contribution</b>					
<b>Developers Fee Reinvested</b>					
<b>TOTAL SOURCES</b>					
<b>TOTAL PROJECT COST</b>					

\*LIHTC - Low Income Housing Tax Credits

Other – Miscellaneous please name the source Total sources should equal total project costs.

**14. Basis of Costs – Attach as Exhibit C**

Attach the appropriate items listed below to support your application. (Check all items enclosed.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Appraisal(s)              | <input type="checkbox"/> Bids/Quotes        | <input type="checkbox"/> Contractor Estimates |
| <input type="checkbox"/> Engineer Estimates        | <input type="checkbox"/> Sales Agreement(s) | <input type="checkbox"/> Budget Justification |
| <input type="checkbox"/> Project Timeline Schedule |   | <input type="checkbox"/> Other _____          |

**15. Income Projections** (if Rental Housing and or Homeownership, provide the projections on chart below).

If you have an income projection report/spreadsheet, you may **also** enclose your version of this chart.

No. of B/R	No. of Units	No. of Rooms	Avg. Sq. Feet	Monthly Rent And/or mortgage	Utility Cost	Total Housing (Includes Utilities)	Income Target %	Actual Tenant Payment
SRO		1.5						
EFF		2.5						
1 BR		3.5						
2 BR		4.5						
3 BR		5.5						
4 BR		6.5						
Total								

**16. Additional documentation (as applicable)**

- Certification of Nonprofit (501© (3))
- Articles of Incorporation
- By-Laws
- Most Current list of Board of Directors or Officers (CHDO's - include Directors information that can confirm required make-up of Board. If using a property address to certify please include census track and Block Group)
- Annual Operating Budget
- Most recent financial statement and audit
- For purchase – property related documents (i.e., copy of agreement of sale, appraisal, inspections, site map, site plan, floor plan, leases, photographs, zoning documents, etc.)
- For rehabilitation – a copy of the deed, bids, relocation documents, age of property, and parcel number.
- For rental - identify the entity that will be responsible for day-to-day management. The management agent should submit a resume that describes routine fair housing training provided to management staff.
- For rental – A copy of the Owners', Developers' or Sponsors' Affirmative Marketing Plan

**17. Document Certification**

I hereby certify that all information contained in this document and attachments are true and correct to the best of my knowledge and that the applicant is not a party to any unresolved Fair Housing complaint or litigation.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Signature)

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**18. Return Completed Application To:**

Denise Coletta Neuschwander, Program Coordinator @ [dneuschw@montcopa.org](mailto:dneuschw@montcopa.org)

Program Office: Housing and Community Development  
Health and Human Services Center 1430 DeKalb Street, 3<sup>rd</sup> floor, Norristown, PA 19401 or PO BOX 311, Norristown, PA 19404-0311 Questions? Call (610) 278-3540