



**County of Bucks
Department of Housing and Community Development (HCD)**

2022 Application – Housing for Homeownership

1. Applicant Information

Organization Name:	
Street Address:	
City:	
State:	
Zip Code:	
County:	

Phone #:	
Website Address:	
Dun & Bradstreet (DUNS):	
EIN / Tax ID #:	

Executive Director:	
Phone #:	
Email:	

Women Owned Business Minority Owned Business CHDO Non-Profit Management Agent

Indicate person to contact in matters concerning this application if other than Executive Director:

Application Contact Title:	
Application Contact Phone:	
Application Contact Email:	

2. Developer Information (if applicable)

Organization Name:	
Street Address:	
City:	
State:	
County:	

Phone #:	
Website Address:	
Dun & Bradstreet (DUNS):	
EIN / Tax ID #:	

Women Owned Business Minority Owned Business CHDO Non-Profit Management Agent

3. Project Identification

Project Name:	
Project Address:	
City:	
Zip Code:	
Parcel Number(s):	
Census Tract:	
Census Block No.	
Is the site located in an area that may have historical or archeological value?	
Are there any buildings to be rehabilitated or demolished that are 50 or more years old?	

Ownership:

Does the applicant currently own the property? yes no

If yes, when was the property purchased? _____

If no, has the applicant entered into a non-binding instrument to purchase the property?

yes (provide copy) no

If no, who is the current owner of the property? _____

Project Type:

New Construction

Acquisition, is the structure currently occupied? yes no

If Acquisition, or Rehabilitation, was the structure built prior to January 1, 1978:

yes no

If yes, has a Lead Based Paint Assessment been completed on the structure? yes no

If yes, provide copy of the Lead Based Assessment report.

Rehabilitation, is the structure currently occupied? yes no

Building Type:

Single Family Detached, number of units: _____; cost per square foot: _____

Duplex, Number of units: _____; cost per square foot: _____

Townhome(s), number of units: _____; cost per square foot: _____

Condominium(s), number of units: _____; cost per square foot: _____

Manufactured Housing, number of units: _____; cost per square foot: _____

Current Zoning / Zoning Variances:

What is the current Zoning for the parcel(s): _____

Is the proposed project zoned by right? Yes No

If applicable, list the Zoning Variances that will be required for the project to move forward:

1.	
2.	
3.	
4.	
5.	

Explain any discussions with the municipality regarding variances needed and what steps are being taken to address the Zoning Board concerns, prior to Zoning approval:

Date of Zoning Board meeting where the Variances will be reviewed: _____

A contract agreement for County funds will be contingent upon proper zoning for the development.

4. Funding Request

HOME Funds Requested from County:	
Number of HOME Units:	
Calculate HOME subsidy per unit:	

Is the amount of HOME funds requested per unit below the Maximum Per-Unit Subsidy Amounts for the HOME Program based on bedroom size (current limits effective September 9, 2021 are as follows):

YES NO

Bedrooms	HOME Per unit Limits
0	\$153,314
1	\$175,752
2	\$213,718
3	\$276,482
4+	\$303,490

Estimated Market Value of the property:	
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Will the initial purchase price or after rehabilitation value of the homeownership units exceed 95 percent of the median area purchase price (current limits effective June 1, 2021 are as follows): YES NO

Purchase Price Limits for Existing Homes	Purchase Price Limits for New Homes
\$304,000	\$331,000

Other Financing (check all that apply and complete table below):

- Applicant Funds
- Private Grants
- Private Loans
- Permanent Financing Only
- Construction Financing Only
- Construction and Permanent Financing
- Other (explain) _____

Funding Source:	Amount	Date Secured	Pending
Applicant Funds			
Private Grants			
Private Loans			
Permanent Financing Only			
Construction Financing Only			
Construction and Permanent Financing			
Other			

Attach documentation of all commitments.

5. Target Population

Occupancy Type (check all that apply):

- Families with minor children
- Single Adults
- Seniors 55+
- Seniors 62+
- Handicap Accessible Units
- Other Targeted Populations (specify) _____

Indicate the Number of Households this project will target (as determined by the HOME Program):

At or below 80% of median family income:	
At or below 60% of median family income:	
At or below 50% of median family income:	
At or below 30% of median family income:	

6. Environmental Review:

All federally funded projects are required to have Environmental Clearance prior to conducting any choice limiting actions. Choice limiting actions include acquisition, demolition, disposition, rehabilitation, repair, new construction, site preparation and leasing or any other activities that commit to future activities.

Note: If any of the information below is not available at the time of application, it will be required before entering into a funding commitment.

Project Description - Provide detailed information about the project:

1) Explain any proposed physical alteration of the site (examples: demolition, exterior alteration, including painting, siding, replacement windows, etc., rehabilitation, or new construction, including expansion, replacement, etc.). Also include specifics, such as square footage, linear footage, and/or number and type of items to be installed, altered, constructed, or replaced:

2) Provide the full project scope of work for the project (example: explain in detail the entire project from predevelopment to construction or rehabilitation). The environmental review process considers the full scope of the project, not only the activities this application represents:

Attach the following to the application:

- Site Map with locations for all planned activities clearly indicated.**
- Photographs of existing conditions at the project location.**
- Site plans, drawings, and cost estimates.**

7. Development Schedule: Use actual calendar dates. Be sure to include dates of initial closing, construction start, and substantial completion. Alternative development schedules including this information may be attached and will be accepted.

Activity	Anticipated Completion Dates

8. Site Selection: Evaluate advantages and disadvantages of the area. Describe the proposed project area, including types and condition of housing, availability of public transportation, location and quality of schools, access to shopping and employment centers; information on crime and other information relevant to the site. Describe any special architectural design features and site planning elements, particularly regarding open space and historical character.
(May be included as a separate attachment)

9. Project need: Provide a detailed assessment of the current housing market in the project area. Describe the demand for the proposed housing project in relation to existing housing and economic conditions in the geographic area. Explain how the proposed number and type of units will address the need. Also include information regarding project home values, area median family income and area housing and construction trends.

(May be included as a separate attachment)

10. Affirmative Fair Market Plan

Provide a completed Affirmative Fair Marketing Plan found at <https://www.hud.gov/sites/documents/935-2A.PDF> for any homeownership projects containing more than five (5) units.

11. Applicant Ability

Describe the objective, management structure, and staffing of your organization. Explain your organization's past experience as a developer and ability to implement and manage low-income housing, including projects completed of a similar nature. If a third party will be involved in management or service provision, describe its role.

12. Community Involvement: Explain how long and in what manner the applicant has served the community in which the project will be located. Also, describe any support the proposed project has received from local elected officials, community groups, and potential project residents.

(Attach letters or evidence of local support for the project)

13. Attach the following to the completed application

- Budget for the project
- Sources and Uses of Funds
- Resolution authorizing action to approve submission of application
- Certificate of Nonprofit Status (if applicable)
- Articles of Incorporation
- By-Laws
- Most Current List of Board of Directors or Officers
- Names, addresses and phone numbers of the key members of the development team assembled for the project, (i.e. architect, engineer, processing agent, property manager, attorney, etc.)
- Most recent financial statements and audit

14. Certification

I do hereby certify that the information contained in this application for HOME Investment Partnerships Program Grant Funds for the FY 2022 program year is complete and accurate to the best of my knowledge. I do also certify that is the information contained herein should change at any time; I will notify the Department of Housing and Community Development of such change.

I further certify that the governing body of the applicant organization has passed a resolution or has taken similar authorizing action to approve the submission of this application. Adequate documentation to demonstrate this action is attached or will be provided within one month of the submission date of this document.

Organization: _____

Name _____
(Please Print)

Name _____
(Signature)

Title: _____
(Please Print)

Date: _____