

CITY OF YORK, PENNSYLVANIA

HOME APPLICATION PROCESS

GENERAL PROGRAM INFORMATION

The City of York Bureau of Housing Services administers the HOME Program funded by the United States Department of Housing and Urban Development. The intent of this program is to assure an adequate supply of decent housing that is affordable to low-moderate income individuals and families. The City has established HOME program objectives in its 5-year Consolidated Plan, which the U.S. Department of Housing and Urban Development (HUD) approves. An Annual Action Plan, which updates the Consolidated Plan, describes how the City will meet the HOME program goals and objectives. The City is implementing a 3-year HOME funding plan to determine activities that will meet the HOME program goals and objectives.

Because the HOME Program is intended to serve a targeted population, all projects and programs subsidized using HOME funding must result in units benefiting individuals and families meeting the low-to-moderate income eligibility criteria. Deed restrictions will highlight the appropriate affordability period when necessary. Upon completion, annual inspections may be made to assure that HOME funded units remain in standard condition and income eligible individuals occupy the units. In 2011, the City expects to receive approximately \$546,000.00 in Home Investment Partnership Program Funds and \$4,000 in HOME Program Income.

The City utilizes its HOME funds for such activities as: the First Time Homebuyers Down payment and Closing Costs Assistance Program and rental housing development and homeowner rehabilitation projects. A minimum of Fifteen percent (15%) of the funds will be set-aside for projects developed by Community Housing Development Organizations (CHDO's). A small portion is also designated for Program Administration.

The activities selected for 2011–2013 HOME Three Year Project Plan will form the framework for the Annual Action Plans for those years. However, the number of HOME activities actually carried out will depend upon availability of the funds for the specific program year.

GENERAL PROGRAM CRITERIA

When developing project proposals, all respondents are urged to become familiar with the CITY's Community Vision Objectives, the city's 5-year Consolidated Plan and other long-range goals relating to affordable housing for income eligible York City residents.

All projects to be funded through the HOME program shall comply with the following general conditions:

- a. All rental units developed with HOME funding may not be converted to condominium ownership, owner occupancy or commercial usage during the affordability period.
- b. Owners/developers of projects rehabilitated or constructed through this Program may not discriminate against a tenant, prospective tenant or homebuyer under any federal, state or local housing assistance program.
- c. Owners/developers of projects must develop Affirmative Marketing Procedures.
- d. Owners/developers must comply with all requirements of the Federal Fund (s) for which they are applying and they receive.

- e. The incidental omission of any federal program requirement from this document does not excuse anyone from complying with the requirements.
- f. All HOME program fund recipients shall comply with the regulations and issuances promulgated pursuant to the HOME Investment Partnership Act of 1990 or the Housing and Community Development Act of 1974, as amended or revised.
- g. Recipients must also comply with the U.S. Department of Housing and Urban Development regulations within title 24 of the Code of Federal Regulations as part 35 (24 CFR 35), "Requirements for Notification, Evaluation and Reduction of Lead Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance".

Available Funding

1. Minimum Funding

The minimum funding permitted through the Program is \$1000.00 per assisted unit.

2. Maximum Funding

The maximum per assisted unit limit in York City will be established based on HOME 221 (d)(3) limits. However, on a case by case basis, the City may exceed the maximum per unit cost, when provided satisfactory documentation, that without additional funding, the project will proceed.

It is important to note that the actual amount of subsidy provided will be based upon the minimum amount deemed necessary to create a viable project. This information will be determined from the project application.

3. Source of Funding

At its discretion, the City may use HOME or CDBG funds or a combination of both to fund project activities.

4. Measure of Liability

In consideration of full and satisfactory performance of services hereunder by the Sub-recipient/Contractor/ Developer, the City shall make payments based on the budget, subject to contract limitation and provisions.

It is expressly understood and agreed by the parties hereto that the City's obligations for disbursement of HOME funds are contingent upon the actual receipt of adequate Federal HOME funds to meet the City's liabilities. If adequate funds are not available to make payments, the City shall notify the Contractor in writing within a reasonable period of time after such fact has been determined. The City may, at its option, either reduce the amount of liability, or terminate the Contract. If federal funds are not granted to the City or are reduced, the City shall not be liable for further payments due the owner/sub recipient/developer.

It is also expressly understood that a funding commitment in no way obligates the General Fund of the City or any other monies or credits of the City, other than the funding applied for in this application.

Eligible Costs

It is the City's policy to limit assistance to construction or rehabilitation costs only.

Development Hard Costs: Actual Costs of constructing or rehabilitating housing.

- Costs to meet applicable new construction standards and energy efficiency standards.
- Cost to meet applicable rehabilitation standards or correct substandard conditions, including energy related repairs, handicapped improvements, lead based paint abatement and major systems.
- Cost to demolish existing structures and site improvements.

Development Soft Costs:

- Architectural, engineering or related professional services required to prepare plans, designs, specifications or work write-ups.
- Processing and settlement costs, such as loan acquisition fees, credit reports, title Insurance, recording and billing fees, building permits, attorney fees, appraisal fees and cost estimate fees.
- Information service costs such as affirmative marketing and fair housing information to prospective homeowners and tenants.
- Project audit costs.
- Acquisition of real property.
- Relocation costs

Eligible Projects

General:

This application is for HOME eligible projects requesting funding for the 2011-2013 program years. Projects must be located in the City of York. The County of York has its own program and funding, therefore no projects will be funded that are located in the County of York. Eligible projects can include new construction, demolition, or rehabilitation of homeownership or rental units for use by income eligible City residents. There is no restriction on the size or type of unit to be rehabilitated. Public, private or non-profit developers may own projects.

Applications from CHDO's (Community Housing Development Organizations) will receive more consideration than other applications, due to the HOME program requirement of the 15% set-aside for CHDO's. However, complete applications from other organizations will still be considered.

Please note only complete applications will be considered for funding.

Processing of Proposals

Only complete applications will be accepted.

During the proposal development period, CITY staff will be available to provide technical assistance in preparing the proposal. City staff will not prepare an application on your behalf.

Proposal Evaluation

The demand for annual HOME funds always exceeds the amount of funds available. Therefore, the Bureau of Housing Services has developed a rating system. Projects that best meet the local and federal program objectives will be recommended for funding.

The eligibility criteria for applications will go as follow:

If applicable, to qualify for funding, all real estate owned by the applicant must be current in sewer and real estate taxes.

Completeness

The City of York /Bureau of Housing Services (BHS) staff will be reviewing application completeness including all supporting documentation required. Applications that are not complete will not be considered for funding.

Eligibility

BHS staff will review each proposed activity to see if it's eligible under HUD requirements for the HOME funding. When developing project proposals, applicants are urged to become familiar with the City's Community Vision Objectives, and all proposed projects must create permanent HOME units for income eligible clients.

The City will consider the following factors when reviewing applications:

- Activities that provide permanent HOME units and principally benefit low-moderate income persons
- Activities with leveraged funds
- Activities that collaborated with other organizations
- Activities that promote cost efficiency
- Activities that strengthen York's economy
- Activities that are sustainable, making York a cleaner, greener and safer city

In order to assure equitable and efficient use of HOME Investment partnership Program funds, a ranking form has been developed; past performance of sub-recipients will be evaluated, as well as the capacity of agencies to carry out the proposed activity. For sub-recipients currently or previously under contract, the performance assessment will also include an evaluation of compliance with terms and conditions of these contracts.

Funds may not be obligated, committed or expended prior to the expressed authorization of the City - which will be granted only after the City has received the allocation for the specific year and the release of funds authorization from HUD.

Right of Refusal

The City of York reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City. By submitting a proposal, the recipient hereby authorizes the City to contact references and make such further investigations as may be in the best interest of the City.

Contract Award

All proposals received shall be subject to evaluation by the Staff Review Committee, Citizen's Advisory Committee and York City Council. Services will be secured through a contract approved by City of York based on the content of the accepted proposal.

Please keep in mind that funding is being requested for the 36-month period beginning January 1, 2011 through December 2013. Funds may not be obligated, committed or expended prior to the expressed authorization of the City - which will be granted only after that date.

By the year 2015, The City of York would like to be, once again, a vibrant urbanized community in which people live, work, play and visit. This can be accomplished by:

- ❑ Providing housing opportunities for an economically and culturally diverse community,
- ❑ Providing safe and efficient access to and within the city for all modes of transportation,
- ❑ Creating healthy, safe and attractive neighborhoods,
- ❑ Enhancing the quality of life by providing quality public services, and

- ❑ Creating a healthy local and regional economy.
- ❑ Investing opportunities in the downtown for a variety of uses such as entertainment, shopping, business services, cultural facilities, tourism, and
- ❑ Investing incentives and the necessary infrastructure improvements in the Rail Corridor for light and heavy manufacturing facilities, incubators and business expansions,
- ❑ Adequate public services, facilities and infrastructure to stabilize, preserve, redevelop, and enhance special districts such as the George Street and College special Planning Districts,
- ❑ A competitive labor force, and
- ❑ Cooperation within the region.
- ❑ Strengthening and connecting residential neighborhoods by providing cleaner, greener, safer streets, pathways/greenways and parks,
- ❑ Developing aesthetic gateways at city borders,
- ❑ Promoting and expanding historic preservation efforts and quality architectural design,
- ❑ Upgrading and maintaining public spaces, recreation and park facilities,
- ❑ Providing expanded and alternative educational opportunities,
- ❑ Providing a variety of desirable housing types and styles,
- ❑ Protecting the investment of those who own property,
- ❑ Providing employment and services within the city, and
- ❑ Providing quality and affordable public services.

APPLICATION FORMAT

- ◆ Please submit one (1) original and five (5) copies of each application.
- ◆ Please do not submit applications in folders or binders.
- ◆ You may include attachments to your applications (i.e. agency brochures, maps, photographs, newspaper articles, etc.).
- ◆ **DEADLINE FOR SUBMISSION IS JULY 29, 2010 at 4:00 PM at the BUREAU OF HOUSING SERVICES, ONE MARKETWAY, YORK, PA 17401**

Withdrawal of Proposal

Proposals may be withdrawn with written notice prior to the awarding of any contract. Notice must be in writing and addressed to the attention of the Director of Community Development.

Recipient Responsibilities

The recipient selected will be required to assume responsibility for all services offered in the proposal regardless of who produces them. The recipient shall be the sole point of contact, including payment of any charges arising as a result of the contract.

Has the agency applied for City HOME funding in previous years? YES NO

Has the agency received City HOME funding in the past? YES NO

If your organization has been awarded HOME funding within the past 3 years, list each project, the name of the project, the date and the amount of the HOME award and the project's current status.

If Revision Please indicate the type: _____ Increase Amount _____ Decrease Amount

_____ Increase Duration

_____ Other: _____

Describe your organization's experience in the provision of housing and services to low-income persons.

Has the developer, its shareholders, officers or directors, partners or members ever been convicted of a felony? ___ Yes ___ No. If yes, explain: _____

The mere conviction of a crime, standing alone, does not disqualify the applicant.

Are you or any of the applicants or general partners currently debarred or suspended by HUD? ___ Yes ___ No. If yes, explain: _____

Are you or any of the applicants or general partners currently under investigation by any local, state or federal agency? ___ Yes ___ No. If yes, explain: _____

If third-party consultants or other entities will be involved in developing, planning, or managing your project, describe their role, experience, and ability, as well as their contractual relationship with your organization.

C. Please state the **agency's** (not the program for which funding is being requested) overall mission and purpose. You may attach a ONE PAGE description and any relevant brochures or flyers.

Section II: Activity Description (Please answer all questions): Indicate the specific activity you are requesting HOME for:

_____ **Homeowner Rehabilitation**

_____ **Homeowner Rehabilitation & Acquisition**

_____ **Homeowner New Construction**

_____ **CHDO Set Aside**

_____ **CHDO Project Pre-Development**

_____ **Rental Rehabilitation**

_____ **Rental Rehabilitation & Acquisition**

_____ **Rental New Construction**

_____ **CHDO Operating**

HOME funds will be used only to support specific activities, which result in the City's expanded supply of decent, safe, sanitary, and affordable housing. See attached HOME technical bulletin for a list of eligible cost.

If no other funding sources are involved in this activity, please explain why:

ORGANIZATIONAL CAPACITY

An applicant who has identified a partnership must attach a copy of an executed Memorandum of Understanding/Agreement, Contract, Sub-grant, or Letter with this party. At a minimum, the document must include the (A) name of each entity, (B) purpose of the partnership, (C) roles of each entity, and (E) signatures of authorized representatives.

Qualifications and Experience

- 1) Provide evidence of administrative capability of both your organization and cooperating Entities to develop and carry out the proposed project within the term of the written agreement. Include the past experience in Owner/Rental occupied rehabilitation, reconstruction, and/or managing affordable housing programs, Lead testing, training, educational outreach, relocation, specification writing, etc as it applies to each participant's role in the proposed program.
- 2) Provide proof of the organizations capability to handle financial resources, including any prior relevant financial management experience.
- 3) Describe any unresolved serious problems or any outstanding audit findings of both your organization and/or the Cooperative Entity. If applicable, describe how these findings were or are being resolved. A letter must provide this information from the applicant's auditor.
- 4) If your organization and/or the Cooperating Entity were recipients of the City of York HOME funds, describe the extent of progress that has been made in carrying out the program(s). Included the following:
 - a) The percentage of HOME funds expended as of the submission date of this application (for each year of funding);
 - b) The percentage of HOME Units completed as of the submission date of this application (for each year of funding);
 - c) An explanation of any problems encountered, how they were (are) being dealt with, and how the problems can be expected to affect the program being proposed in this application;
 - d) If the applicant has ever had funds de-obligated please explain the circumstances;
 - e) If the applicant has received a time extension or amended a HOME contract from funding year 2000 to the present, please explain the circumstances.
- 5) If the Applicant and/or Cooperating Entity have been awarded HOME funds by another Participating Jurisdiction (included the name of the party), describe the extent of progress that has been made in carrying out the project(s). In addition, provide the name of the awarding Participating Jurisdiction and list any current applications for HOME funds submitted to them.
- 6) List of all board members (including names and titles) identifying those members who are private individuals acting in a private capacity. An individual is considered to be acting in a private capacity if the individual is not an employee of a public body and is not being paid by a public body while performing

functions is connection with the nonprofit organization. A public body is the State, any City, County, Town, Township, Village, or other general-purpose political subdivision of the State.

SECTION III – Project Site Information

- a. Tax parcel number (s): _____
- b. Are all property taxes current? Yes _____ No _____
- c. Check all required planning/zoning approvals. Include copies of completed approvals as Attachments:

	Date approval received or anticipated
_____ Use/Area Variance	_____
_____ Parking Variance	_____
_____ Special permit	_____
_____ Rezoning	_____
_____ Site plan approval	_____
_____ Building permit	_____

- d. List any necessary infrastructure improvements (road, sidewalks, lighting...)?
- e. Indicate the number of units targeted for HOME assistance. If several categories to be served, write the number of units to serve each category next to the category.

	Number of HOME units	% of Total Units
Incomes below 80% of the Area Median Income	_____	_____
Incomes below 60% of the Area Median Income	_____	_____
Incomes below 50% of the Area Median Income	_____	_____
Incomes below 30% of the Area Median Income	_____	_____

Are HOME units fixed or floating: _____ floating _____ fixed (If fixed, identify which units will be)

- f. List any special populations (i.e. senior citizens, handicapped, homeless, etc.) that the project will specifically assist.

Elderly Person (62+)	_____
Persons with disabilities	_____
Persons with HIV/AIDS	_____
Other: _____	_____

g. HOME Activity Location/Address

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____

h. HOME UNIT Cost Data

Purchase Price	Value Rehab	Post	Fund Type	Assist Method	Annual Int. Rate	Amort. Period	Amount

i. Household Characteristics: List the anticipated rent/sales price for each HOME unit.

Rent include utilities Yes _____ No _____

BDR SIZE	# OF UNITS	MONTHLY RENT	UTILITY ALLOW ANCE	NET MONTHLY RENT	ACTUAL AMOUNT PAID INC. UTILITIES	LOW OR MOD INC RATE UNIT

j. Will the project remain affordable for longer than the required affordability period?

Yes ____ No ____ If Yes, list affordability period _____

k. Will the tenants receive a rent subsidy? _____

List the source: _____

l. Will you implement a preference for Section 8 Certificate/Voucher holders? If YES how many units?

m. Existing Improvements:

	Commercial	Residential	Industrial
Number of Structures			
Year Built			
Number of Vacant Structures			
Number of Occupied Structures			
Number of Structures to be Demolished			
Estimated cost of Relocation			

n. Existing Residential Improvements

	SRO	Studio	1 BR	2 BR	3 BR	4 BR
Number of Existing Units						
Number of Occupied Units						
Number of Vacant Units						
Number of Substandard Units						
Number of Units to be Demolished						
Estimated Cost of Relocation						

o. Check below the personnel required to complete this project. If you have begun to secure specific personnel list their names in the space provided.

Architect: _____

Construction Manager: _____

Builder: _____

Other: _____

p. If applicable, List the property manager and other properties they manage.

Property Manager: _____

Addresses of Properties Managed: _____

- q. **TIMETABLE FOR PROJECT IMPLEMENTATION:** Please provide a 36-month timeline of tasks based on project planning years 2011-2013. Complete the following project schedule:

	Date
Drawings/specification to the City	____/____/____
Drawings/specification Approved	____/____/____
Bidding begins	____/____/____
Bidding ends	____/____/____
Construction begins	____/____/____
Construction ends	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

Include all major milestones such as land and property acquisition, General Plan Amendments and Rezoning, Density Bonus/Housing Element Housing Opportunity Area approval, Schematic design, design development, construction documents, construction phase and initial occupancy. In addition, specify tentative dates for loan closing and first request for funds. Please provide realistic dates for completion of an activity. The dates will be included in the Agreement.

Applicants receiving HOME funds will be required to execute a written agreement with the Department, which will include a term for project completion. Failure to complete the project by the time indicated may result in de-obligation of HOME funds.

- r. Complete the attached schedule A, Development Budget; Schedule B, Existing Financing Budget; Schedule C, Rental Housing Pro-forma; and provide a Construction Costs brake down)
- s. Is site control in place for the entire project or development? ____Yes ____ No

Type of control in place for the entire project or development:

Lease ____ Agreement ____ Expiration Date ____

Deed ____ Option ____ Expiration Date ____

Provide documentation evidencing site control.

Does the site/building have an historic or archeological significance? ____Yes ____No If yes, Explain

Does the building qualify for Historic Tax Credits? ____ Yes ____ No

Is the property located in a 100 year flood plain? ____ Yes ____ No

Was the structure built before January 1, 1978? ____ Yes ____ No

If yes, has structure been rehabilitated after January 1, 1978? ____ Yes ____ No

Is the structure certified lead free? ____ Yes ____ No

Does the project involve relocation? ____Yes ____No

(Indicate number of families and/or business)._____

Will the proposed activity result in temporary or permanent displacement or relocation?

Temporary relocation_____ Permanent relocation_____

Have residents been given relocation notices or benefits? ____ Yes ____ No

Describe any and all services that will be provided to tenants being relocated. _____

SECTION IV – FUNDING STRATEGY

It is important for your organization to help offset the demand for the limited amount of **City** dollars available by using these funds to leverage other funding. If your project relies on a renewal of funds every year, the City cannot guarantee that renewal. **In the space provided below:**

- 1. If you did not receive 100% of funding requested in this application, what would be the impact?

Number of existing units: _____ Number of units at completion: _____

Number of HOME- assisted units: _____

- 2. If this is a homeownership program, please provide a copy of your fair housing marketing plan, a copy of your program

Eligibility criteria, a copy of your home buyer training materials (if available), a copy of any third party housing counseling Program that you intend to use and discuss what role if any a professional real estate firm will have in your program.

- 3. Structure of subsidy: _____ Loan @ _____% for _____ years

_____ Deferred payment loan

SECTION V – BUDGET

Provide the financial data requested below by completing each Schedule.

- 1. **TOTAL AMOUNT OF CITY FUNDING REQUESTED IN THIS APPLICATION** (For agencies requesting more than one activity - total of all activities requested)

City: \$ _____
(HOME as leveraged funds)

a. **Amount for Direct Services:** \$ _____

b. **Amount for Overhead/Indirect Costs:** \$ _____

2. BUDGET DETAIL

- a. **Complete Schedule A**, a listing of all sources of revenue used by the agency FOR ALL ACTIVITIES or attach agency budget providing comparable information.
- b. **Complete Schedule B**, providing a **program** budget, by source to operate **only the proposed program** for a thirty-six (36) month period beginning January 2011 and ending December 2013. **The last column on Schedule B requests % of the AGENCY Budget for each activity for each Program year beginning January 2011 and ending December 2013.**
- c. **Complete Schedule C**, narrative presenting support for individual line items in Schedule B **for this EACH Activity**. Explanations for budget increases from the previous fiscal year, which exceeds 10%, must be provided.

3. FINANCIAL STATEMENTS

Date of last financial audit: _____ Were there any findings? ____ Yes ____ No

If findings were issued, summarize the findings and provide a brief explanation of the agency's response to the findings. You must attach a copy of the agency's most recent audit, a copy of the management letter and the agency's response to the letter, unless you have submitted an audit as a result of funds received from the City during the past 24 months.

Schedule A: DEVELOPMENT BUDGET (please provide a copy for each funding year, e.g. 2011-2013)

	BANK	EQUITY	HOME	OTHER	TOTAL
ACQUISITION/REFINANCING					
<i>ACQUISITION/REFINANCING</i>	\$	\$	\$	\$	\$
<i>OTHER</i>	\$	\$	\$	\$	\$
<i>TOTAL</i>	\$	\$	\$	\$	\$
CONSTRUCTION COST					
<i>Contractor Price</i>	\$	\$	\$	\$	\$
<i>Contingency @ _____%</i>	\$	\$	\$	\$	\$
<i>TOTAL</i>	\$	\$	\$	\$	\$
PROFESSIONAL FEES					
<i>Legal</i>	\$	\$	\$	\$	\$
<i>Eng/Architect Fees</i>	\$	\$	\$	\$	\$
<i>Bank Eng/Arch Fees</i>	\$	\$	\$	\$	\$
<i>Environmental Review</i>	\$	\$	\$	\$	\$
<i>Total</i>	\$	\$	\$	\$	\$
CLOSING AND OTHER FEES	\$	\$	\$	\$	\$
<i>Bank Commitment Fee</i>	\$	\$	\$	\$	\$
<i>Appraisal</i>	\$	\$	\$	\$	\$
<i>Bank Legal</i>	\$	\$	\$	\$	\$
<i>Title</i>	\$	\$	\$	\$	\$
<i>Mortgage Tax</i>	\$	\$	\$	\$	\$
<i>Mortgage Insurance</i>	\$	\$	\$	\$	\$
<i>Survey</i>	\$	\$	\$	\$	\$
<i>other _____</i>	\$	\$	\$	\$	\$
<i>TOTAL</i>	\$	\$	\$	\$	\$

CARRYING COSTS	\$	\$	\$	\$	\$
<i>Construction Interest</i>	\$	\$	\$	\$	\$
<i>Real Estate/Water/Sewer Taxes</i>	\$	\$	\$	\$	\$
<i>Insurance</i>	\$	\$	\$	\$	\$
<i>Utilities</i>	\$	\$	\$	\$	\$
<i>Marketing</i>	\$	\$	\$	\$	\$
<i>other _____</i>	\$	\$	\$	\$	\$
<i>Total</i>	\$	\$	\$	\$	\$
TOTAL DEVELOPMENT COST	\$	\$	\$	\$	\$

Schedule B: Projected Expenditures by Funding Source for EACH Proposed ACTIVITY Only - Use additional copies for additional activities and program years (Please provide a copy for each funding year, e.g. 2011-2013)

Agency
Name:

Program
Name:

Item	Description of Expenditures	City CDBG	City HOME	Other City Funds	County CDBG	Other County Funds	United Way	Agency Funds/ Client Fees	All Other Funds	PROGRAM INCOME	TOTAL
A	PERSONNEL (DIRECT LABOR)	\$	\$	\$	\$	\$	\$	\$	\$	\$	
B	FRINGE BENEFITS										
C	TRAVEL										
D	EQUIPMENT (Only Items > \$5,000 Depreciated Value)										
E	SUPPLIES (Only Items with Depreciated Value < \$5,000)										
F	CONTRACTUAL										
G	CONSTRUCTION										
	Administrative and legal expenses										
	Land, structures, rights-of way, appraisals, etc.										
	Relocation exp. and payments										
	Architectural and										

	engineering fees										
	Other architectural & engineering fees										
	Project inspection fees										
	Site Work										
	Demolition and Removal										
	Construction										
	Equipment										
	Contingencies										
	Miscellaneous										
H	OTHER (DIRECT COST)										
I	INDIRECT COST										
	TOTAL COST	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Schedule C: Post – Rehabilitation Rental Housing Pro-Forma (If Applicable)

SOURCE OF INCOME		MONTHLY	ANNUALLY
Residential Income			
Gross Monthly Income (GMI)			
Vacancy (___% of GMI)			
Net Monthly Income (GMI -Vacancy)			
Commercial Income			
Gross Monthly Income (GMI)			
Vacancy (___% of GMI)			
Net Monthly Income (GMI -Vacancy)			
Total Sources of Income			
USES OF INCOME			
Taxes			
Water and Sewer			
Insurance			
Payroll			
Cleaning/Exterminating			
Utilities (leave blank if paid by tenant)			
Utilities common areas			
Management			
Painting			
Repairs/Replacement			
Landscaping/Garbage			
Legal/Accounting			
Building Reserve			
Other_____			
Total Uses of Income			
NET OPERATING INCOME (SOURCES -USES)			
Less Debt Service Payments			
Net Cash Flow			
Distributions			
Debt Coverage Ratio			

Attach a 30 year operating budget and cash flow projection that shows estimated project income, Operating expenses, reserves, debt service and distributions.

SECTION XII - 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 City funds for this program, if approved for funding. Also the Applicant gives assurances and certifies with respect to the grant that:

- a. It possesses the legal authority to make a grant submission and execute a Grant Contract to undertake the proposed program;
- b. Its governing body has adopted or passed as an official act a resolution, motion, or similar action authorizing the submission of the Funding Request Application;
- c. The Applicant will administer the grant, if provided, in accordance with the HOME Investment Partnership Program regulations as defined in 24 CFR Part 92, and other Federal regulations, policies, guidelines, and requirements, including those outlined in OMB Circular Nos. A-87, A-110, A-122, 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 84 and Part 85.
- d. No member, officer, or employee of the Applicant, or its designees or agents, and no other public official who exercises any functions or responsibilities with respect to the program during his/her tenure in office or employment for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this grant, if approved;
- e. It will give HUD, the City of York, or any other authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant, if approved.

To the best of my 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 is approved.

Certifying Representative(s):

_____ NAME (TYPE)	_____ SIGNATURE	_____ DATE
_____ NAME (TYPE)	_____ SIGNATURE	_____ DATE

City of York 2011-2013 HOME Application Checklist

Narrative Section

- Complete application, all documents included
- Detailed project description
- Adequacy of project documentation
- Project fits into the community priorities set out by the Consolidated Plan
- Project can be completed within a reasonable time frame
- Performance in carrying out previously awarded federal funds
- Prior experience with Home related activities and/or
- Prior experience with other grants programs and proven record carrying out similar projects in the community
- Financial capacity as indicated by audited financial statements and banking/credit references
- 3-year Project Budget with annual break downs
- Additional project funding sources (match documentation)
- Adequate staffing
- Organizational strength

Organizational Information

- Demonstration of site control (if applicable)
- Federal IRS 501(c) (3) designation
- Article of incorporation/Bylaws
- Non-profit determinations (tax exempt letter form IRS and/or state)
- List of Board of Directors
- Board of Director's authorization to Request Funds
- Organizational Chart
- Resume of Chief Program Administrator
- Resume of chief fiscal officer
- Financial statement and audit
- Banking reference
- Insurance/Bonds/ Worker's Compensation
- Conflict of Interest Statement

MANDATORY ATTACHMENTS. ALL ATTACHMENTS APPLICABLE TO YOUR PROJECT MUST BE SUBMITTED FOR APPLICATION TO BE ELIGIBLE FOR FUNDING CONSIDERATION.