

HOME PROGRAM

REQUEST FOR FUNDING APPLICATION INSTRUCTIONS PROGRAM YEAR 2019-2020



Improving the lives of Pasco's citizens through homeless initiatives, neighborhood revitalization, affordable housing and community partnerships using state and federal funding.

APPLICATION SUBMITTAL

**Submit Completed Application to:
Pasco County Community Development Department
5640 Main Street, Suite 200
New Port Richey, FL 34652-2634
(727) 834-3447**

APPLICATION INSTRUCTIONS
HOME INVESTMENT PARTNERSHIPS PROGRAM

Created by the National Affordable Housing Act of (1990 (NAHA), HOME is the largest Federal Block grant available to communities to create affordable housing. The HOME PROGRAM was created to address the growing affordable housing crisis in America. Its purpose is to increase the supply of affordable housing for low-and very low income households.

The Board of County Commissioners has determined funding may be allocated to necessary projects. The following application is for eligible for HOME activities under HUD.

I. HOME SUBMITTAL PROCEDURE:

Submit 1 original hard copy, 11 hard copies (3-hole punched) and one electronic copy, including all attachments to for each funding request.

- The application must be completed in its entirety, including all required attachments. **Incomplete applications will not be reviewed for funding. Both a hard signed copy and electronic copy are required.**
- Completed applications must be submitted to Community Development Department.

The application must be signed in blue by the appropriate authority.

- **Due Date: Friday, May 17 by 4:00 PM (EST – eastern standard time)**

II. HOME COUNTY CONTACTS:

Phone: (727) 834-3447 Address: 5640 Main Street, Suite 200, New Port Richey, FL 34652
Hilary Bruno, Community Development Specialist: hbruno@pascocountyfl.net
Denise Lindsay, Community Development Specialist: dlindsay@pascocountyfl.net

III. APPLICATION MAILING INFORMATION:

The application proposal may be hand-delivered, mailed, or sent by courier service to:

Pasco County Community Development Department
5460 Main Street, Suite 200
New Port Richey, FL 34652

IV. APPLICATION ELIGIBILITY CHECKLIST:

A. Overall:

1. Is the application complete? Are all required documents attached? (See checklist in application).
2. Is the proposal an eligible **HOME project**? HOME PROGRAM regulations are found at 24 CFR Part 92.
3. Does the proposal comply with one of the three general affordable housing activities? (Homeowner rehabilitation, Homebuyer Activities or Rental Housing)
4. Are the beneficiaries' residents of Pasco County?
5. Is the proposed activity consistent with the Consolidated Plan?
6. Is the SAM and DUNS number listed on the application? A SAM number is required to receive federal funding.

B. Need:

1. Is the local need documented?
2. Is the proposed project adequately described?
3. Has the project been described in quantifiable terms in the proposal?
4. Is the Performance Schedule consistent with project implementation?

C. Budget and Fund Leveraging:

1. Does the budget appear to be cost-effective and provide sufficient information?
2. What other sources of funds are being leveraged?
3. Is a complete project budget provided?
4. Will this activity generate revenue (program income)?

D. Organizational Capacity:

1. Is the agency adequately staffed with qualified personnel, and have adequate financial resources to carry-out the project?
2. How does the agency demonstrate appropriate record-keeping and accounting procedures?

V. ELIGIBLE ACTIVITIES:

Eligible costs under the HOME Program depend on the nature of the program activity. Generally, HOME funds can be used for the following activities:

Homeowner rehabilitation. HOME funds may be used to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.

Homebuyer activities. PJs may finance the acquisition and/or rehabilitation, or new construction of homes for homebuyers.

Rental housing. Affordable rental housing may be acquired and/or rehabilitated, or constructed.

Tenant-based rental assistance (TBRA). Financial assistance for rent, security deposits and, under certain conditions, utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance

ELIGIBLE COSTS:

New construction. HOME funds may be used for new construction of both rental and ownership housing. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction

Rehabilitation. This includes the alteration, improvement, or modification of an existing structure. It also includes moving an existing structure to a foundation constructed with HOME funds. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.

Reconstruction. This refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment. HOME funds may be used to build a new foundation or repair an existing foundation. Reconstruction also includes replacing a substandard manufactured house with a new manufactured house. During reconstruction, the number of rooms per unit may change, but the number of units may not.

Conversion. Conversion of an existing structure from another use to affordable residential housing is usually classified as rehabilitation. If conversion involves additional units beyond the walls of an existing structure, the entire project is new construction. Conversion of a structure to commercial use is not eligible under HOME.

Site improvements. Site improvements must be in keeping with improvements to surrounding standard projects. They include new, on-site improvements where none are present or the repair of existing infrastructure when it is essential to the development. Building new, off-site utility connections to an adjacent street is also eligible. Otherwise, off-site infrastructure is not eligible as a HOME expense, but may be eligible for match credit.

Acquisition of property. Acquisition of existing standard property, or substandard property in need of rehabilitation, is eligible as part of either a homebuyer program or a rental housing project. After acquisition, rental units must meet HOME rental occupancy, affordability, and lease requirements.

Acquisition of vacant land. HOME funds may be used for acquisition of vacant land only if construction will begin on a HOME project within 12 months of purchase. Land banking is prohibited.

Demolition. Demolition of an existing structure may be funded through HOME only if construction will begin on the HOME project within 12 months.

Capitalization of project reserves. HOME funds may be used to fund an operating deficit reserve for rental new construction and rehabilitation projects for the initial rent-up period. The reserve may be used to pay for project operating expenses, scheduled payments to a replacement reserve, and debt service for a period of up to 18 months.

Project-related soft costs. These must be reasonable and necessary. Architectural, engineering, and related professional services; Tenant and homebuyer counseling, provided the recipient of counseling ultimately becomes the tenant or owner of a HOME-assisted unit.

VI. INELIGIBLE ACTIVITIES AND COSTS:

HOME funds may not be used to support the following activities and costs:

Project reserve accounts. HOME funds may not be used to provide project reserve accounts (except for initial operating deficit reserves) or to pay for operating subsidies.

Tenant-based rental assistance for certain purposes. HOME funds may not be used for certain mandated existing Housing Choice Voucher Program (formerly known as Section 8) uses, such as Housing Choice Voucher rent subsidies for troubled HUD-insured projects.

Match for other Federal programs. HOME Program funds may not be used as the “nonfederal” match for other Federal programs except to match McKinney Act funds.

Development, operations, or modernization of public housing:

HOME funds cannot be used alone or in conjunction with HUD-funded public housing program funds (e.g., Public Housing capital programs such as Development, Comprehensive Improvements Assistance Program (CIAP) or Comprehensive Grant Program (CGP)) to acquire, rehabilitate, or construct public housing units.

HOME funds cannot be used to operate public housing units under any circumstances.

Properties receiving assistance under 24 CFR Part 248 (Prepayment of Low-Income Housing Mortgages). Properties receiving assistance through the Low-Income Housing Preservation and Resident Homeownership Act (LIHPRHA) or the Emergency Low-Income Preservation Act (ELIHPA) are not eligible for HOME assistance except if the HOME assistance is provided to priority purchasers. Note: these programs are no longer funded by HUD.

Double-dipping. During the first year after project completion, the PJ may commit additional funds to a project. After the first year, no additional HOME funds may be provided to a HOME-assisted project during the relevant period of affordability, except that:

Tenant based rental assistance to families may be renewed.

Tenant based rental assistance may be provided to families that will occupy housing previously assisted with HOME funds.

A homebuyer may be assisted with HOME funds to acquire a unit that was previously assisted with HOME funds.

Acquisition of PJ-owned property. A PJ may not use HOME Program funds to reimburse itself for property in its inventory or property purchased for another purpose. However, in anticipation of a HOME project, a PJ may use HOME funds to:

Acquire property; and

Reimburse itself for property acquired with other funds, specifically for a HOME project.

Project-based rental assistance. HOME funds may not be used for rental assistance if receipt of funds is tied to occupancy in a particular project. Funds from another source, such as Housing Choice Voucher, may be used for this type of project-based assistance in a HOME-assisted unit. Further, HOME funds may be used for other eligible costs, such as

rehabilitation, in units receiving project-based assistance from another source—for example, Housing Choice Voucher or state-funded project-based assistance.

Pay for delinquent taxes, fees, or charges. HOME funds may not be used to pay delinquent taxes, fees, or charges on properties to be assisted with HOME funds.

VII. HOME RECIPIENT COMPLIANCE AND REQUIREMENTS:

In return for Federal funding, Pasco County and subrecipients agree to comply with the laws and regulations governing the use of those funds. The HOME program requires that the County submit a performance and evaluation report concerning the use of funds, together with an assessment of the relationship of the use of funds to the goals and objectives identified in the Consolidated Plan. The achievement of program goals and completion of activities must be supported by adequate documentation of the facts.

The HOME Program is designed to provide affordable housing to low-income and very low-income families and individuals. Therefore, the program has some key restrictions that are designed to foster HUD's commitment to long-term affordable housing, quality units and reasonable costs. These key restrictions are discussed below.

Income Eligibility and Verification

Beneficiaries of HOME funds—homebuyers, homeowners or tenants—must be low-income or very low-income. “Low-income” is defined as an annual income that does not exceed 80 percent of area median income, as adjusted by household size. “Very low-income” is defined as having an annual income that does not exceed 50 percent of area median income, as adjusted by household size. A household's income eligibility is determined based on its annual income. Annual income is the gross amount of income anticipated by all adults in the household during the 12 months following the effective date of the determination.

END OF INSTRUCTIONS