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HOME Investment Partnership Program (HOME)

2013 HOME Application and Instructions

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APPLICATION PACKET
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The Essex County Division of Housing and Community Development reserves the right to reject any application that is not completed in accordance with the following instructions.

Application Requirements

The application must be filled out in its entirety with all attachments and exhibits completed and submitted by the due date. Along with submittal of the paper copies of the application, each prospective applicant must submit on a removable usb (thumb) drive a copy of the HOME pro-forma application. If the organization fails to submit the application/drive by the due date on the form, the application will not be accepted. Any application form that has been altered will be rejected and returned. Incomplete applications will also be returned and given a one (1) week period to complete the missing portions. The charts in the application must be completed on the application form; any attachments that are not asked for in the application will not be considered in the ranking of your submission. **Binders and staples will not be accepted.** The attachments must have a cover page stating the organization's name and attachment number and exhibits are to be completed on the forms provided.

Program Description

The HOME Investment Partnership Program (HOME) is designed to assist communities use-often in partnership with local, not-for-profit, for-profit, individual, corporation and publicly owned entities to fund a wide range of HOME projects. Including building, acquiring and/or rehabilitating affordable housing units for rental or homeownership. The affordable housing units created will serve very low, low, and moderate income persons at or below 80% of the Newark, NJ HUD Metro Area Median Income (AMI) Limits.

Program Guidelines

The HOME Investment Partnership Program (HOME) is a Gap Funding Program. When applying for HOME funds it is **mandatory** that the applicant should have secured other sources of funding before applying to the Essex County HOME Program. Applications that will be considered and ranked higher must follow our HOME Program Loan Guidelines.

Consolidated Plan

Although many types of activities are eligible under the federal HOME Investment Partnership Program (HOME) regulations, applications for funds must be in conformance with the housing priorities in the County's approved 2010-2014 Consolidated Plan. These priorities include:

- Support the creation of new rental units through new construction or rehabilitation. Within this priority, there is also a focus on creating housing for people with special needs, young people and families (under 55) and permanent housing for the chronically homeless as defined by HUD.
- Support the creation of new homeownership opportunities through new construction, rehabilitation and downpayment and closing cost assistance programs.

Priority will be given to any project that is consistent with County initiatives, including but not limited to: creation of new units for people with special needs; redevelopment of foreclosed or abandoned properties, downtowns, and homeownership opportunities; and adaptive reuse of existing buildings.

General HOME Regulations

Eligible Activities

Within the priorities listed above, the following specific activities are eligible:

- Rehabilitation

- Conversion - Conversion of any existing structure from an alternative use to affordable housing. If project involves new walls beyond the existing structure, the project is new construction.
- Reconstruction - Building a new structure on the foundation of a previous structure.
- New Construction - Includes: newly built projects; existing projects which involve the addition of new units outside the existing walls of the structure; and units which received their initial certificate of occupancy within the one year prior to the commitment of HOME funds.
- Acquisition of Property - The County will reimburse private developers of Low-Income Housing Tax Credit projects for their acquisition costs in accordance with the following schedule: 90% of the County funds may be released when the project is 50% complete; the balance of the funds will be released upon the issuance of Certificates of Occupancy by the local municipality.
- Acquisition of vacant land - HOME funds can only be used when HOME or other funds have been committed for full cost of development.
- Site Improvements - Must be "in keeping with improvements to surrounding standard projects."
- Demolition - HOME funds can only be used when HOME or other funds have been committed for full cost of reconstruction.
- Project "Soft" Costs - Must be reasonable and necessary. They must be paid for by the owner as part of the project and must be for services rendered by a third party. The County prefers to use HOME funds for the actual construction costs. The County reserves the right to revise proposed budgets to reach this goal. This goal is more flexible for not-for-profit organizations.
 - Finance related costs such as; origination fees, credit reports, title reports and updates, recording fees, legal fees, appraisal, loan processing fees and other customary fees approved by the County. The applicant's legal fees should be reasonable and necessary.
 - - Construction related costs such as; architectural and engineering fees, preparation of work write-up/ cost estimate and builder / developer fee. The County requires that owner's sign fixed fee contracts with architects/engineers. Design costs (including but not limited to: as-builts, final plans and specifications, cost estimates, building permits, planning and zoning approval) will be limited to 7% of the project's proposed construction cost. Project coordination costs (including but not limited to: bidding coordination and review, progress inspections, progress payments, change orders, design changes and final sign-off) will be limited to 3% of the project's proposed construction cost. This percentage is the maximum, not guaranteed percentage. We do not expect the cost for a 4-unit moderate rehabilitation to be as high as a 4-unit gut rehabilitation. The County reserves the right to limit fees below the maximums outlined if it considers them unreasonable. All costs in excess of the percentages outlined above and/or what the County considers reasonable will be kept off budget and paid by the owner.
 - - Affirmative marketing and fair housing.

Eligible Properties

HOME funds may be used in all Essex County municipalities which have chosen to be members of the Urban County Consortium. This includes all Essex County municipalities except the City of Newark, City of East Orange and the Township of Irvington, which has its own allocation. In order for the Division to fund projects in those towns, the applicant must have documented commitments from those towns and units developed must be for populations that are consistent with the County's number one priority which is people with special needs, especially those transferring out of facilities such as foster care, mental health facilities, homeless shelters, correctional facilities, drug treatment facilities, etc. Because the HOME Consortium includes the Township of Bloomfield, the County has agreed to consider applications for projects in the Township of Bloomfield.

Forms of Financial Assistance

The County's approach to providing HOME funds is to provide the "gap" financing necessary to make the project affordable under the HOME rental / purchase and income guidelines. The focus of this type of HOME Application and Instructions

underwriting is to maximize private financing and minimize HOME funds. Detailed underwriting standard for rental housing projects are noted under the rental housing section of these guidelines.

The County will consider providing HOME funds in the following manners:

- Interest bearing loans
- Non-interest bearing loans
- Deferred loans (forgivable or repayable)

Applicants may propose any of the forms listed above. However, loan proposals receive a higher priority. Projects that can be completed solely with private financing are not eligible.

Letter of Credit

The County reserves the right to request a letter of credit, or other liquid security acceptable to the County, to ensure successful completion of the project. The amount of the letter of credit will be determined by the County. This letter of credit is particularly important when an owner is acting as a general contractor. In such a case the County will request a letter of credit in an amount equal to the difference between the contractor's cost and the County's cost to hire a general contractor through a public bidding process. Letters of credit must be irrevocable, non-documentary, issued by a reputable bank approved by the County and in a form acceptable to the County. Other forms of security will be subject to County approval.

Property Standards

All State Building Codes must be met at the completion of the project along with the federal Housing Quality Standards. Projects must also meet all local building codes and ordinances. All new buildings and gut rehabilitations shall be designed to meet the National ENERGY STAR efficiency performance specifications. All projects must comply with the National Home Energy Rating System guidelines and use ENERGY STAR mechanical systems and appliances. Other Energy Star and "green" components are encouraged as practicable.

HOME Investment Per Unit

The minimum HOME subsidy per unit is \$1,000. The maximum HOME subsidy per unit is:

Maximum per Unit Subsidy - 221(d)(3) limit				
0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$132,814	\$152,251	\$185,136	\$239,506	\$262,903

Match Requirements

The HOME Program requires that HOME funds be matched with non-federal forms of subsidy. The matching requirement is .25 cent for every \$1 in HOME funds. The premise of the "match" is that the provision of affordable housing is a community responsibility and, as a result, the local community should make a financial contribution to "match" the federal HOME funds. It is important to note that an owner, an investor or anyone who the County may determine has an interest in the project may not provide the match.

This is a "program rule" rather than a "project rule" meaning HUD reviews the County's program and not each project for compliance. However, the County must impose a matching requirement on projects to meet the program rule. As such, HOME projects should make an effort to provide as many matching dollars as possible. Projects providing matching funds will receive a higher priority.

Eligible matches are described below. It is important to note that the match can be a direct contribution which lowers a project's development cost (e.g. NJHMFA housing grant or a bank waiving closing costs) or a contribution which lowers the operating cost of the project in the future (e.g. a low-interest loan from a local utility company or a partial tax waiver from the municipality). Direct contributions should be noted on the HOME Application and Instructions

development budget as appropriate. Contributions that will affect future operating costs should be noted in Question 34 and not on the development budget.

Match obligations can be met with:

- *Permanent cash contributions from non-federal funding programs such as NJHMFA Housing programs and Federal Home Loan Bank Affordable Housing programs.
- *Grant equivalent of below-market interest rate loans.
- *Non-profit equity
- *The value of waived taxes, fees, or other charges normally imposed by local jurisdictions.
- *The value of land or real property donated or provided at less than appraised value.
- *Cost of infrastructure improvements not made with federal resources.
- *Reasonable value of donated site-preparation, construction materials and voluntary labor.
- *Homeowner sweat equity (not investor sweat equity).

Ineligible forms of match include:

- *Contributions made with or derived from federal funds.
- *Interest rate subsidy attributable to federal tax-exempt financing or the value of federal tax credits.
- *Owner equity or investment in a project. Investor sweat equity.
- *Cash or other forms of contributions from applicants or recipients of HOME funds, or investors who own, are working on, or are proposing to apply for, assistance for a HOME-assisted project. This includes private bank mortgages.

Cost Overruns

Applicants should make every effort to be as realistic as possible when developing the construction and development budgets. Construction and development budgets should be as comprehensive as possible and should consider items such as the removal of lead based paint, asbestos and relocation expenses, if applicable.

The County does not keep a reserve account for cost overruns. The County's HOME Program is generally 100% allocated. Requests for additional funds must be submitted as part of the County's annual HOME allocation cycle and will be considered after all new projects have been considered. As a result, it is unlikely that County funds will be available to pay for cost overruns. Cost overruns will be the responsibility of the owner.

Cost Reasonableness

The County will review all development and construction budgets for cost reasonableness. Projects where the County determines that the costs are not reasonable will be denied funding.

Beginning of Construction

Construction may not begin on an approved project until the beginning of the program year, June 1, 2013. Costs incurred prior to this date are ineligible for reimbursement.

Other Funding

Most HOME projects have additional funding sources. Projects where such funding is committed will receive a higher priority than projects that have or are going to apply for funds.

Release of Funds

The County will no longer release its funds at the beginning of a project. All owner equity must be invested in the project prior to the release of any County funds. Ten (10) percent of the County funds will be held until the issuance of Certificates of Occupancy by the local municipality.

Other Federal Rules / Implementation Guidelines

A number of federal regulations apply for all HOME activities. Below is a list of the regulations and brief description of each. More detailed information is available from the Division of Housing & Community Development upon request.

Affirmative Marketing

Projects with 5 or more HOME units must develop an affirmative marketing plan. The basic marketing steps include:

- An "apartment for rent" notice in Star-Ledger. The notices can be placed in other newspapers. The notice must include the following statement: "Equal Opportunity Housing."
- A copy of the "apartment for rent" notice to the Essex County Section 8 Program.
- A copy of the "apartment for rent" notice sent to community organizations by the County.
- The owner must post a fair housing notice at the rental office/location.

There are specific prohibited lease requirements which must be followed.

Essex County Continuum of Care

The Essex County Continuum of Care has a document, created by the Essex County Division of Community Action, which describes the homeless delivery system in Essex County and outlines the goals and strategies for eliminating homelessness, with a focus on chronic homelessness. The CoC is available for review at the office of the Division of Community Action. The U.S. Department of Housing and Urban Development is encouraging municipalities to use resources such as the HOME Program to assist in the creation of transitional and permanent housing for the homeless with a focus on the chronically homeless. As such we have added the creation of such housing as a priority in our Consolidated Plan and the HOME application review. If you would like further information on how to use HOME funds to assist the homeless please refer to CPD Notice 03-08 which is available at the following website: <http://www.hud.gov/offices/cpd/affordablehousing/lawsandregs/notices/index.cfm>.

Equal Opportunity and Fair Housing

All HOME program participants must comply with all state and federal laws and regulations regarding fair housing and equal opportunity. No person in the United States shall on the grounds of race, color, national origin, religion, sex be excluded, or sexual orientation denied benefits or subjected to discrimination under any program funded in whole or in part by HOME funds.

To the greatest extent feasible, opportunities for training and employment arising from the HOME Program will be provided to low-income persons residing in the program service area. To the greatest extent feasible, contracts for work to be performed in connection with the HOME Program will be awarded to businesses which are located in or owned by persons residing in the County. However, projects must follow federal procurement requirements.

Applicants must also outreach to the County's MBE/WBE list when securing bids for work to be paid for by the County. Documentation of this outreach must be submitted to the County.

Handicapped Access

HOME projects must comply with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination in federally assisted programs on the basis of handicap. Depending on the type of rehabilitation and the number of units, a percentage of the units in a project must be handicapped accessible. The NJ State Building Code may require a higher percentage than Section 504.

Site and Neighborhood Standards

Housing provided through the HOME Program must promote greater choice of housing opportunities. The County will consider this during the application process.

Environmental Review

The County must conduct an environmental review on every project. It is the responsibility of the owner to insure that the County has all the information necessary to complete the review. Project may not begin and funds may not be expended until the review is completed and funds are released by HUD.

Lead-Based Paint

All projects funded must comply with HUD's Lead-Based Paint Regulations entitled "Requirements for Notification, Evaluation and Reducing of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance". These requirements are imposed on all buildings built pre-1978, when lead was removed from all paint by federal law. **The cost to remove LBP must be included in the construction budget. The County does not have a separate fund to pay for these expenses. Please note that clearance must be conducted on any rehabilitation project (include gut rehabilitations) if the building was built pre-1978.**

Federal Expenditure Per Unit			
Activity	\$5,000 or less	\$5,001 - \$25,000	\$25,001 or more
Safe Work Practices	X	X	X
Paint Testing	X	X	X
Risk Assessment		X	X
Interim Controls		X	X
Abatement			X
Clearance	X	X	X

The following are definitions for the activities noted above:

Safe Work Practices - All removal of lead-based paint must be completed by an EPA certified contractor. Safe work practices also include: protection of the occupants (including possible temporary relocation); preparation of the worksite; avoiding prohibited treatments and worksite clean-up.

Paint Testing - Testing of samples of dust and paint chips by a certified laboratory.

Risk Assessment - Must be completed by a certified Risk Assessor and includes a visual assessment and testing to determine the existence, nature, severity and location of lead-based paint hazards.

Interim Controls - Measures to temporarily reduce human exposure to lead-based paint including: paint stabilization; treatment of friction and impact surfaces; cleaning and dust control and lead-based paint soil control. All work must be performed by a trained worker or a worker under a Certified Supervisor.

Abatement - Involves the permanent elimination of a lead-based paint by an EPA certified contractor.

Clearance - Conducted when lead hazard reduction or elimination activities are completed and debris is removed. It involves a visual assessment and dust samples to determine that lead-hazards have been reduced or eliminated.

All occupants of a building proposed for the reduction or removal of lead-based paint must be notified of the project and given a brochure on the hazards of lead-based paint.

We recommend you contact us directly if you suspect your building has lead-based paint. The full lead-based paint regulation can be reviewed on the internet at www.hud.gov/lea/leahome.html.

Labor Standards

Davis-Bacon compliance (prevailing wages) and other Federal laws and regulations pertaining to labor standards apply to all contracts containing 12 more HOME-assisted units.

Debarment and Suspension

Participants in HOME Projects (owners, contractors and professionals) must certify that they are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from the covered transaction.

Flood Insurance

HOME funds may not be invested in housing located in an area identified by the Federal Emergency Management Agency as having special flood hazards unless flood insurance is obtained and the community participates in the National Flood Insurance Program.

Conflict of Interest

In procurement of property and services, 24 CFR 85.36 and OMB Circular 110 rules regarding conflict of interest apply. If a person is an employee, agent, consultant, officer, elected official or appointed official of the County or has HOME related responsibility or access to inside information; that person may not obtain a financial benefit or interest from any HOME activity for themselves or those with whom they have family or business during their tenure or for one year thereafter.

Relocation

HOME projects must comply with the Uniform Relocation Act (URA) whenever displacement occurs as a direct result of HOME-assisted rehabilitation, demolition or acquisition. **If your proposed project is occupied at the time of application contact the County for the detailed regulations.** Failure to do so may result in disqualification of your application as you may be required to submit notifications as part of your application. **It is the expressed policy of the County to strictly comply with the URA and to minimize displacement. Relocation expenses must be included in your development budget. The County does not have a separate fund to pay relocation expenses.**

Insurance

Applicants must meet the following County insurance requirements:

- Statutory Worker's Compensation coverage, in compliance with the Compensation Law of the State of New Jersey.
- General Liability Insurance coverage in the comprehensive general liability form including blanket contractual coverage for the work under this Agreement in the amount of \$1,000,000. This insurance shall include coverage for bodily injury and property damage.

Employment Eligibility Verification

Applicants, and any contractors and prime sub-contractors, must warrant to the County they are in compliance with all Federal Immigration laws and regulations that relate to their employees. They will be required to certify they have U.S. Department of Homeland Security, Form I-9 – Employment Eligibility Verification (OMB No. 1615-0047) forms on file for each employee working on the HOME-funded project.

The County will in its agreement with the applicant reserve the right to conduct random verification of the employment records of the Contractor and any of subcontractors to ensure compliance.

Section 3

Section 3 regulations require that “the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.”

Specifically the regulation requires that projects with more than \$200,000 in HOME funds and where a contractor or subcontractor are awarded a contract in an amount that exceeds \$100,000, they must commit to employ Section 3 residents for 30 percent of the aggregate new hires for each year over the duration of the project. Section 3 residents are those people who live in the neighborhood in which the HOME-funded project is located, participants in HUD Youth build, low-income residents of the county.

Community Housing Development Organizations

Community Housing Development Organizations (CHDOs). CHDOs are a specific type of non-profit organization defined exclusively for the HOME Program. Below is a list of the major CHDO eligibility standards:

- CHDOs must be organized under state or local law.
- Must have 501(c)(3) status from the IRS.
- Provision of affordable housing must be among the purposes stated in the charter, articles of incorporation, resolutions or by-laws.
- At least 1/3 of the governing board of CHDOs must be: residents of low-income neighborhoods; other low-income residents of the community; or elected representatives of low-income neighborhood organizations.
- No more than 1/3 of the governing board of the CHDO may be appointed by state or local government nor may more than 1/2 of the board be public officials.
- CHDOs must provide a formal process for low-income persons to advise the organization on design, location of sites, development and management of affordable housing.
- CHDOs may not be public bodies or instruments of public bodies.
- CHDOs may not be controlled by nor under the direction of for-profit individuals or entities seeking profit from the organization.
- CHDOs must have standards of financial accountability that conform to attachment F of OMB Circular A-110 (Rev) "Standards for Financial Management Systems."
- CHDOs must have at least one year of experience serving the community where they are provided HOME assisted housing.

Once approved by HUD, all CHDOs must be re-certified on a yearly basis.

Rental Housing Regulations

Eligible Property Types

- one or more buildings on a single site that are under common ownership, management and financing.
- buildings scattered on more than one site as long as the sites are under common ownership, management and financing, and received HOME assistance as part of a single undertaking.

Ineligible properties include: projects assisted under Title VI of NAHA - Prepayment of Mortgages Insured under the National Housing Act; Public Housing projects; Rental Rehabilitation Program funded projects; properties with existing obligations to any federal, state or local housing programs.

Underwriting

It is the County's stated position to provide gap financing and require that private financing be maximized. It is also the position of the County to give higher points to projects which request loans in hopes of receiving repayments.

All rental projects will be underwritten assuming a 30 year mortgage, at a current rate (determined by the County), with a 1.2 debt coverage ratio for the private financing. All income available at a 1.2 ratio must be used for private financing.

Single Room Occupancy (SRO) / Group Housing

Permanent SRO's and group housing are eligible under the HOME Program. They must generally comply with the rental housing guidelines. Specific guidance is available through CPD Notice 94-01 "Using HOME funds for Single Room Occupancy (SRO) and Group Housing" available from the County. Please request this notice if you are applying for such a project.

Property Standards

Refer to general program property standards noted on page 4. Additionally, rental housing property owners must maintain these housing standards for the duration of the regulatory period. Periodic inspections will be conducted by the County to insure these standards are complied with.

Mixed-Income / Mixed-Use Projects

The HOME Program allows only a portion of a project to be HOME assisted. Mixed-income and mixed-use (i.e. residential and commercial) are eligible for HOME funds. However, project costs must be allocated on a rational, documented basis in accordance with the actual unit-by-unit expenditures; or prorating of expenditures reflecting the proportion of HOME units in the project; or a combination of both.

In a mixed-income project, designated HOME-assisted units may change over time (called "floating units") as long as the total number of affordable units remains the same and the substituted units are comparable in size, features and number of bedrooms.

Tax Credits

Tax credits and HOME funds may be used together and for the most part the rules are compatible. The general rule is that when Tax Credit and HOME rules conflict Tax Credit rules are to be followed. Any project receiving Tax Credit and HOME funds requires a layering review to insure that the project is not receiving an excess amount of subsidy.

Initial HOME Rents

Initial project rents may not exceed the following High Home Rent:

High HOME Rent Limits				
0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$923	\$1,086	\$1,289	\$1,499	\$1,653

For projects with five or more HOME units, 20% of the units must be at or below the following Low Home Rent:

Low HOME Rent Limits				
0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$793	\$850	\$1,021	\$1,163	\$1,298

If an applicant chooses to not include utilities in the rent, the rents must be reduced by the applicable allowances listed in Exhibit A. Allowances are based on building type.

Future HOME Rents

Affordability Periods			
	<\$14,999	\$15,000 - \$39,999	>\$40,000
Rehab or Acquisition of Existing Housing	5 Years	10 Years	15 Years
New Construction or Acquisition of New Housing	20 Years	20 Years	20 Years

Homebuyer Regulations

The following regulations apply to the creation of homeownership opportunities through new construction or rehabilitation.

Eligible Owners

County HOME funds for homeownership are limited to “first-time homebuyers” who will occupy the property as their principal residence. A “first-time homebuyer” is any low-income household that has not owned a home within the past three years. A household can have a gross income no greater than 80% of the area median income, adjusted for family size, as established by the U.S. Department of Housing and Urban Development. The following are the current income limits.

Newark, NJ HUD Metro Area Median Income Limits

Income Limits Effective 11-16-2011			
Household Size	30% of AMI	50% AMI	80% AMI
1	\$19,050	\$31,750	\$45,500
2	\$21,800	\$36,300	\$52,000
3	\$24,500	\$40,850	\$58,500
4	\$27,200	\$45,350	\$65,000
5	\$29,400	\$49,000	\$70,200
6	\$31,600	\$52,650	\$75,400

Even some families that have owned a home within the past 3 years can participate if they meet the established definition of a “displaced homemaker”

Eligible Property

Any one unit property that will serve as the principle residence of the purchaser can be used in the program. This may include:

- Single-family home (one unit)
- Condominium units
- Town home unit

Forms of Ownership

Program rules permit a variety of ownership approaches including fee simple title, 99-year leasehold interest, and ownership or membership in a condominium or cooperative unit.

Subsidy Approaches

There are many ways to subsidize homeownership under the HOME program. This application is limited to the development subsidy approach. Under this approach funds are invested in acquisition, construction and/or rehabilitation prior to the initial sale to the first time homebuyer. Upon sale to the first time homebuyer, the county's funding is distributed amongst the HOME units and a lien is placed in the deed at transfer to the first time homebuyer.

Property Value Limits

The HOME Program requires that all properties used in a homeownership program have a value that does not exceed 95 percent of the median value for the area. HUD regulations governing the HOME program use the FHA 203(b) mortgage limits as the proxy for the 95 percent of median value. The property value must be supported by a certified appraisal.

Principal Residence

The property occupied by the first time homebuyer must be retained as the principal residence by the owners and subsequent purchasers for a period of 15 years (20 years for new construction) commencing on the date of purchase by the eligible homebuyer. A deed restriction must be placed on the property to insure compliance with this requirement.

Single-Family Properties with Rental Units

Use of single-family properties that contain one, two or three rental units in a HOME-assisted first-time homebuyer program may require compliance with additional HOME rental program requirements. Compliance will be determined based on the amount of subsidy requested. Please contact the County for more information if your project contains rental units.

Resale Provisions

Resale is restricted for a period as outlined in the table on page 10 of these guidelines. This restriction period is called the period of affordability. If the original first-time homebuyer retains ownership of the property for the full period of affordability, no resale restrictions will apply. However, if there is a property transfer during the period of affordability, affordability must be ensured using one of the two following options:

Recapture – The original first time homebuyer repays the funds to the County. These funds will then be used by the County to assist another eligible first-time homebuyer.

Resale – The original first time homebuyer may resell to another income eligible homebuyer.

Program Goals

The HOME Program is designed to create affordable housing units in the County of Essex, New Jersey. These affordable housing units will become a place where very low, low, and moderate income persons can establish homeownership opportunities also find an affordable place to call home.

Part I - General

Type the organization's permanent title, physical location, Data Universal Numbering System (DUNS) Number, telephone number, fax number and the email address for the contact person.

Next, type your closing attorney's name, address, email information and check the box indicating the type of organization you are, and attach only the supporting document confirming the type of organization you are (i.e. 501 (c)(3) letter, etc.) as **Attachment 1**.

Type in the project title and the address where the proposed project will be located. Type in the amount of HOME funds you are requesting and the per unit subsidy. Next, type in the total development cost per unit and the construction cost per unit. Then type in the total development cost. Make sure all the information is typed in correctly.

Part II - Project Schedule

Type in the start date for the project (i.e. June 2013) and the scheduled completion date (i.e. May 2014)

Part III - Certification

Type in the name of the organization and then an authorized responsible person of the organization (i.e. CEO, president, principal, etc.) must handwrite the next part. Sign and date the application.

Part IV - Project Details

Section 1 - Check the line which explains what type of project you are going to complete.

Section 2 - Check the line that best describes the property type the project will be subsidized. If not displayed type in where it states other.

Section 3 - Select what site control you currently have on the proposed property for your project and attach the supporting document as **Attachment 2**. Type in what is the square footage for each unit to be assisted of the entire project. Then check the line which states if the property taxes are current, if this does not apply leave blank. Check the line, (yes) or (no) if the site is located in a floodplain and type in the census tract, block and lot of the property for your proposed project.

Section 4 - Check the line which describes the tenure type of the units in your proposed project.

Section 5 - Check off all required permits and permits which you have obtained and type in the date the permit was given or the expected date of approval. Attach a copy of each permit and/or approval as **Attachment 3**.

Section 6 - **Type in a concise** description of the proposed project (i.e. We are going to rehab 25 one(1) bedroom units, of which 5 will be assisted with HOME funds; for senior citizens in a 3-story building on municipal owned land). **Do not add attachments, only what is typed in the space will be considered to rank your application.**

Section 7 - Type in the total number of units to be rehabilitated and/or constructed and the total number of units planning to be assisted with the HOME funds you are applying for.

Part V - Performance Measurement

Section 1 - Type in the number of HOME assisted units and number of people to be assisted next to income category.

Section 2 - Check the line (yes) or (no) if you have included Energy Star mechanical systems and/or appliances in your budget. Then check the (yes) or (no) line is your proposed project that contains any energy efficient features besides mechanical systems and/or appliances. If so, give a concise list in the space provided, **do not add attachments**.

Section 3 - Check the line which describes the national objective which your proposed project will fulfill. **List in the space provided** the special population which you will serve. **Type in the space provided** how your proposed project will fit the needs of the population you plan to serve (i.e. constructing 25 one (1) bedroom ADA accessible units will provide senior citizens proximity to services they may need). **Type in the space provided** how your proposed project will assess

the needs of your target population (i.e. the rehabilitated units will incorporate monitoring systems and proximity to trained counselors to serve in case of an emergency). **Type in the space provided** how you will measure the success of the proposed project (i.e. the organization regularly monitors the status of the population served by performing annual income certifications, financial documentation, etc.). **Type in the space provided** the way that your proposed project satisfies any of the priorities set forth by the County of Essex in the 2010 One (1) Year Action Plan (i.e. the rehabilitation of 5 units with HOME funds will create affordable rental housing for low income persons and satisfy the County of Essex's first priority.

Section 4 - Check the line of the national outcome which will be satisfied with the completion of your proposed project.

Part VI - Financial Details

Section 1 - List in the space provided any form of legal issues against your organization.

Section 2 - Type in the required matching funds for the proposed project. Then list the other funding sources which your organization has applied for and/or has already received and **add as Attachment 4** the supporting documents.

Section 3 - Fill out Exhibits 1-6 as thoroughly possible. Exhibit 2 must be filled out for the entire period of affordability. If more space is needed for Exhibits 1,2 and 5, alternative forms can be used as long as they meet all categories listed in the Exhibits provided.

Part VII - Federal Requirements

Section 1 - Any proposed project involving rehabilitation of a structure constructed before 1978 must attach an outline (no longer than 1 page) listing every steps taken to comply with the Federal Lead Based Paint Regulations. **Add as Attachment 5**

Section 2 - Provide on a separate sheet **as Attachment 6** the form of insurance obtained if the proposed projects site is located within a flood plain. Check the lines (yes) or (no) for the environmental questions provided. Provide **as Attachment 7** an appraisal, before and after rehab appraised value of the proposed property performed no earlier than 3 months before the due date of the application.

Section 3 - Provide **as Attachment 8**, a 4" x 6" aerial map showing the location and service area for the proposed project.

Section 4 - Provide **as Attachment 9**, six (6) colored photos of the site and/or structure. **No polaroids are accepted.**

One (1) facing down the street - One (1) facing up the street - One (1) facing the front of the property One (1) facing the back of structure - One (1) facing north - One (1) in front facing away from site.

Scoring Criteria

The county will score applications based on a weighted scale of 100 points and the following criteria:

Organizational and Implementation Capacity of Applicant	40 Points
• Capacity of Development Team Staff	10 points
• Previous Development Experience and Projects	10 points
• Financial Capacity of Development Team	10 points
• Funds Management Capacity of Applicant	10 points
Project Design	45 Points
• Sources and Uses Budget	20 Points
• Development Pro Forma	20 Points
• Project Description	5 points
Readiness to Proceed	15 Points
• Due Diligence on Property to be used	10 Points
• Pre-Approved & Income-certified Homebuyers or Renters	10 Points

Application

Application begins on the next page.



County of Essex
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)
2013 Application



Part I

General

Applicant Name: _____

Applicant Address: _____

Contact Person: _____ Phone: _____ Fax: _____

DUNS #: _____ Email: _____

Attorney Name: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Applicant is a: _____ Individual _____ Partnership
 _____ CHDO _____ Not For-Profit Corporation
 _____ For Profit Corporation _____ Publicly Owned
 _____ Other (Please Specify) _____

Attach Partnership / Incorporation papers as **Attachment 1**

Project Title: _____

Project Location: _____

HOME funds requested: _____ HOME funds per unit: _____

Development Cost per unit: _____ Total Development Cost: _____

Construction Cost per unit: _____

Part II

Project Schedule

Beginning Date: _____ Completion Date: _____ Total Time: _____

Part III

Certification

I, _____, hereby certify that all parts of this project application and all required attached documents are accurate to the best of my knowledge.

Please submit one (1) original and one (1) copy of each application to:

Division of Housing and Community Development
20 Crestmont Road, Verona, New Jersey 07044

*** At the time of submission, all municipal applications must include resolution setting priorities of projects.**

Print Name: _____

Title: _____ Signature: _____

DUE NO LATER THAN THURSDAY DECEMBER 20, 2012, @ 12:00PM

For Office Use Only:

HUD Matrix Code: _____ Federal Regulation: _____

HUD Project Title: _____ Objective Citation: _____

National Objective: _____ Funds Set Aside: _____

Rank #: _____

Part IV

Project Details

1. TYPE OF PROJECT – Check only **one** of the following

☐ Acquisition ☐ New Construction Only
☐ Rehabilitation Only ☐ Acquisition and Rehabilitation
☐ Acquisition and New Construction

2. PROPERTY DESCRIPTION

☐ Condominium ☐ Cooperative
☐ Single Room Occupancy(SRO) ☐ Group Home
☐ Other (Please Specify) _____

3. SITE INFORMATION

Control of Property: ☐ Owned ☐ Deed ☐ Option ☐ Lease ☐ Under Contract

Attach supporting Documentation as **Attachment 2**

Size: _____ Sq. Ft. Are property taxes current? ☐ Yes ☐ No Is the site in a floodplain? ☐ Yes ☐ No

Census Tract: _____ Block: _____ Lot: _____

4. TENURE TYPE

☐ Rental ☐ Homeowner (Single-Unit) ☐ Homeowner (Multi-Units)

5. PLANNING / ZONING APPROVALS

Check required permits and include copies of completed approvals as **Attachment 3**

	Permit / Variance	Date Approved / Anticipated Approval
<input type="checkbox"/>	Use / Area Variance	
<input type="checkbox"/>	Parking Variance	
<input type="checkbox"/>	Rezoning	
<input type="checkbox"/>	Site Plan Approval	
<input type="checkbox"/>	Building Permit	
<input type="checkbox"/>	Stream Encroachment	
<input type="checkbox"/>	Special Permit	
<input type="checkbox"/>	Architectural Drawings	

6. PROJECT SYNOPSIS

Give a description of the project in the space provided below. (i.e., Rehab 25 one (1) bedroom units, 5 HOME funded, for senior citizens in a 3-story building on municipal-owned land). **DO NOT ADD ATTACHMENTS.**

7. HOUSING – Acquisition / New Construction / Rehabilitation

Total Number of Housing units in project: _____ Total Number of Units Assisted with HOME Funds: _____ **2**

Part V

Performance Measurement

1. AREA MEDIAN INCOME

Enter the number of HOME units and persons assisted, next to the income category which they will serve.

Income Category	Number of HOME units and persons
50% or less of Newark Metro AMI	
51% – 60% of Newark Metro AMI	
61% – 80% of Newark Metro AMI	

2. ENERGY EFFICIENCY

Does the budget include cost for Energy Star mechanical systems and appliances? ____Yes ____No

Other than Energy Star mechanical systems and appliances, does the project contain any other form of energy efficient feature? ____Yes ____No

Please list any “green” elements your project incorporates in the space provided below. **Do Not Add Attachments**

3. OBJECTIVE

Select one:

____ Create a suitable living environment ____ Provide decent affordable housing ____ Create economic opportunities

List any special population (i.e., chronically homeless, handicapped, etc.) that the project will target for assistance.

How does the proposed project fit the needs of the population to be served?

How are the target population’s needs assessed?

Describe performance measures used to evaluate the success of the proposed project?

Describe how the proposed project adheres with the priorities set forth by the County of Essex in the 2010–2014 Consolidated Plan: **Priority 1: Affordable Housing Needs, Priority 2: Homeless Needs, Priority 3: Infrastructure Needs, Priority 4: Public Service Needs, Priority 5: Public Facility Needs.**

DO NOT ADD ATTACHMENTS TO ANY OF THE ABOVE ENTRIES.

4. OUTCOME

____ Availability / Accessibility ____ Affordability ____ Sustainability

Part VI

Financial Details

1. LEGAL ISSUES

List any judgement, lien, bankruptcy, litigation, indictment, debarment or criminal conviction below. Listing the items below will not necessarily disqualify you. However, failure to inform the County of Essex of these items will probably cause your application to be rejected. List docket no. or any identification number for item(s). **Do not add attachments.**

2. FUNDING SOURCES

Amount of Matching Funds required: _____

List the other funding sources below. **Provide supporting documents as Attachment 4**

Source	Status	Amount
	Total:	

3. BUDGETING REQUIREMENT

Complete Exhibits 1–6. Please note that you may submit Exhibits 1,2 and 5 on alternative forms which have been used for other funding, as long as they meet all categories listed in the Exhibits provided with this application.

PART VII

Federal Requirements

1. LEAD BASED PAINT

If the project involves rehabilitation (including substantial rehabilitation), attach a no longer than one (1) page outline to the application listing your steps to comply with federal lead based paint regulations. **Add as Attachment 5**

2. ENVIRONMENTAL HAZARDS

If the site for the proposed project is located within a flood plain, do you participate in the National Flood Insurance Program or do you have private flood insurance. **Provide supporting document as Attachment 6.**

Will the proposed project have any groundwater impact? _____ Yes _____ No

Will the proposed project impact a historical or archeological structure or site? _____ Yes _____ No

Are there any other known environmental hazards by the proposed project? _____ Yes _____ No

If yes, please explain below. **Do not add attachments**

Provide an Appraisal of the site executed no earlier than 3 months prior to the due date of application, **as Attachment 7.**

3. LOCATION

Attach a 4" x 6" map showing the location and service area of the proposed project, **as Attachment 8.**

4. PHOTOGRAPHS

Attach six (6) 4" x 6" colored photos (no Polaroids) of the site and/or structure, **as Attachment 9**

One (1) facing down the street One (1) facing up the street One (1) facing the front of the property

One (1) facing the back of structure One (1) facing North One (1) in front **facing away** from the property

Exhibit 1

Development Budget

	Bank	Equity	Home	Other	Total
Acquisition/Refinancing					
Acquisition/Refinancing					
Other					
Total					
Construction Cost					
Contractor Price					
Contingency @ _____%					
Total					
Professional Fees					
Legal					
Eng/Architect Fees					
Bank Eng/Architect Fees					
Environmental Review					
Total					
Closing And Other Fees					
Bank Commitment Fee					
Appraisal					
Bank Legal					
Title/Mortgage Tax					
Mortgage Insurance					
Survey					
Other _____					
Total					
Carrying Costs					
Construction Insurance					
Real Estate/Water/Sewer Taxes					
Insurance					
Utilities					
Marketing					
Other _____					
Other _____					
Other _____					
Total					
Total Development Cost					

Exhibit 2

Post Rehabilitation Rental Housing Pro Forma

Sources 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 _____			
Other _____			
Other _____			
Total Uses of Income			
Net Operating Income (Sources-Uses)			

Debt coverage ratio (NOI/monthly debt service) _____

Exhibit 3

Existing Financing

Bank / Agency	Current Balance	Term and Rate	Maturity Date	Check box if funding will be refinanced
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
Total:				

Exhibit 4

Proposed Funding Sources

Bank / Agency	Amount of Funding	Term and Rate	Monthly Payment	Status of Commitment
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
		____ Yrs / ____ %		
Total:				

Exhibit 5

Construction Costs

Item	Cost
General Conditions	
Demolition	
Site Work	
Concrete	
Masonry	
Metals	
Carpentry	
Roofing and Insulation	
Doors and Windows	
Finishes	
Equipment (appliances, cabinets, etc)	
Plumbing	
Heating and Ventilation	
Electrical	
Other _____	
Other _____	
Other _____	
Other _____	
Total:	

Exhibit 6

HOME Assisted Unit Sizes

Unit No.	# of Bedrooms	Rent	Sq. Ft.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

URA DISPLACEMENT ASSESSMENT

A. The proposed activity involves the following type of acquisition:

1. ☐ N/A - The proposed activity involves no acquisition. (*skip to question B*)

2. ☐ Voluntary Acquisition

Before entering into an offer to purchase, the purchaser must inform the seller:

- a. That it does not have (or will not use) the power of eminent domain should negotiations fail to result in an amicable agreement.
- b. Of its estimate of the fair market value of the property. An appraisal is required, and must be conducted 60 days prior to the offer. The applicant's files must include the URA-compliant appraisal.
- c. That the seller is not eligible for a replacement housing payment or moving expenses.

3. ☐ Involuntary Acquisition

Essex County will not allow HOME funds to be used for Involuntary Acquisitions. Contact the County if you have further questions.

B. The proposed activity involves (check all that apply):

- | | | | |
|--|--------------------------------------|---|-------------------------------------|
| a. Single Family (1-4 units): | <input type="checkbox"/> Acquisition | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Demolition |
| b. Single-Site Multi-family (5+ units) | <input type="checkbox"/> Acquisition | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Demolition |

If awarded, Applicant will be required to provide evidence at monitoring that above activities were completed.

C. Temporary Displacement

If the Applicant would like to acquire a foreclosed or abandoned property that is occupied, but not by the foreclosed upon owner, contact the State to discuss the project.

Will you acquire property with an existing tenant? ☐ Yes ☐ No

Will you work with the tenant to have them occupy the unit upon construction completion? ☐ Yes ☐ No

DAVIS BACON ASSESSMENT

Any contract for the construction and rehabilitation of affordable housing with 12 or more HOME-assisted units must contain a provision requiring that wages paid to all laborers and mechanics be no less than the prevailing wage of the locality, as predetermined by the Secretary of Labor. In addition, such contracts are subject to the overtime provisions of the Contract Work Hours and Safety Act. Additional labor standard regulations may also apply to emergency shelters, youth shelters, and rental developments.

A. Housing Activities

Are you a Public Housing Authority?

___ Yes ___ No

If yes, is the Public Housing Authority utilizing its own funds for the development?

___ Yes ___ No

If you answered yes to the previous 2 questions, this housing activity is subject to Davis-Bacon wage rates.

___ Yes ___ No

Does this housing activity involve 12 or more HOME-assisted units?

___ Yes ___ No

If yes, please answer the following questions:

a. Do all of the units have common permanent financing?

___ Yes ___ No

b. Is more than one construction contract to be executed?

___ Yes ___ No

If yes, how many construction contracts do you anticipate executing? _____

If more than one construction contract will be awarded, how many units do you anticipate awarding under each contract?

c. Provide a narrative description of the process used to determine number of construction contracts to execute and the number of units to award under each contract:

d. If there will be 12 or more HOME-assisted units, and all of those units have common permanent financing, and at least 12 of them will be awarded under one construction contract, then this activity is subject to Davis Bacon wage rates.

B. Davis Bacon Wage Rate

If your housing activity is subject to Davis Bacon wage rates, the applicant must get a wage determination from the rate at _____ submission. Failure to do so will cause the application to be incomplete.

Indicate your Wage Determination Number: _____

FEDERAL REQUIREMENTS

A. FAIR HOUSING

What action will be taken during the timeframe of the housing activity to affirmatively further fair housing in the jurisdiction being served?

- | | |
|---|--|
| <input type="checkbox"/> Adopt a fair housing ordinance | <input type="checkbox"/> Create and/or distribute fair housing brochures |
| <input type="checkbox"/> Update fair housing ordinance | <input type="checkbox"/> Hold a fair housing seminar |
| <input type="checkbox"/> Other: _____ | |

B. ENVIRONMENTAL REVIEW

- 1) Has the applicant completed and submitted the environmental review release of funds process for this application? ☐ Yes ☐ No ☐ N/A

If yes, indicate the address(es) under the Readiness to Proceed Exhibit and enclose your environmental review record

- 2) Is the Original publisher's affidavit indicating the applicant has published a request for release of funds enclosed? (**Local units of government applicants only**) ☐ Yes ☐ No ☐ N/A
- 3) Has the applicant, for a single site housing activity only, initiated the Section 106 review process? ☐ Yes ☐ No ☐ N/A

C. MINORITY OR WOMEN BUSINESS ENTERPRISE PARTICIPATION

Minority Business Enterprise (MBE) means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) members of a racial minority group. "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership) (b) control over the management and being active in the day to day operation of the business, and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

Women Business Enterprise (WBE) means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) female in gender. "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership) (b) control over the management and being active in the day to day operation of the business, and (c) and interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

1. Is your organization a state-certified MBE or WBE?

Minority Business Enterprise (MBE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Women Business Enterprise (WBE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, attach required documents

D. JOB CREATION - OUTREACH STRATEGY

Section 3 is a provision of the U.S. Department of Housing and Urban Development (HUD) of 1968 that promotes local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of HOME funds, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. Further, the State emphasizes this by prioritizing firms or organizations that have strong participation by Section 3 eligible individuals.

Do you agree to:

1. Comply with HUD's regulations in 24 CFR Part 135, which implements Section 3, and certify by executing any HOME contract with the City that you are under no contractual or other impediment that would prevent you from complying with Part 135 of the regulations?

☐ Yes ☐ No

2. Send to each labor organization or representative of workers with which you have collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of your commitments under Section 3, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice?

☐ Yes ☐ No

3. Include the Section 3 clause in every subcontractor subject to compliance with regulations 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations of the regulations in 24 CFR Part 135? In addition, will you not subcontract with any subcontractor that has been found in violation of the regulations in 24 CFR Part 135?

☐ Yes ☐ No

4. Certify that any vacant employment positions, including training positions, that are filled (1) after you are selected to receive HOME funds but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent your obligations under 24 CFR Part 135?

☐ Yes ☐ No

5. Demonstrate a Good Faith Effort to meet Section 3 Goals and Requirements by:
(Indicate at least one method you plan on utilizing to make this effort.)

a. Targeted recruitment of Section 3 area residents for training and employment positions by taking such steps as:

1. Advertising in Local Media

☐ Yes ☐ No

2. Prominently placing a notice of commitments under Section 3 at the project site or other places where applications for training and employment are taken

☐ Yes ☐ No

3. Contacting local job training centers, employment service agencies & community organizations

☐ Yes ☐ No

4. Developing on-the-job training opportunities or participating in job training programs

☐ Yes ☐ No

5. Contacting assisted housing resident councils and resident management corporations

☐ Yes ☐ No

b. Keeping list of Section 3 area residents who apply on their own or by referral for available positions

☐ Yes ☐ No

c. Sending to labor organization or representatives of workers with whom you have a collective bargaining agreement or understanding, a notice about contractual commitments under Section 3

☐ Yes ☐ No

d. Selection of Section 3 area residents for training and employment positions.

☐ Yes ☐ No

DEVELOPMENT TEAM MEMBERS' IDENTIFICATION

Team Role: _____

Organization Name: _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone _____ Fax _____ Mobile _____

Contact Person (name and title) _____

Contact Person E-Mail: _____ Federal ID _____

DUNS Number: _____

A copy of this page is to be completed and signed by ALL Development Team Members identified.

The Applicant only certifies by its signature that the information and exhibits comprising this proposal are true and correct.

The other Development Team members sign their copies of this page only to acknowledge their intended active participation in the role shown under Exhibit "Organizational Capacity - Team."

Unsigned/undated submissions will not be considered.

Name of Authorized Representative

Signature of Authorized Representative

Title: _____

Date: _____

LIABILITIES AND FINANCIAL CAPACITY

A. LIABILITIES, JUDGMENTS, LIENS, AND / OR LEGAL PROCEEDINGS

1. Does your organization, firm, members of your board of directors, or key staff and/or leadership have any overdue debts, liens, judgments, property taxes, water bills, nuisance liens, etc. with a Local, State or Federal Government?

☐ Yes ☐ No If YES, explain below.

2. Has your organization, firm, key staff, leadership, and/or members of your board of directors filed bankruptcy and/or been involved in any audit, investigation, or legal proceedings with a Local, State, Federal Government, private firms, or individuals?

☐ Yes ☐ No If YES, explain below.

3. Disclose if any person employed by your firm has been debarred by a Locality, State, HUD or other federal entity or are otherwise restricted from entering into contracts with a public agency.

Name	Title	Company

4. Were you subject to a federal audit within the past five years?

☐ Yes ☐ No If YES, explain below.

B. FINANCIAL CAPACITY

1. Financial Management Systems: Provide documentation outlining your development team's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement procedures (if applicable), and audit requirements.

2. Financial Statements: Provide current copies of financial statements as evidence of liquidity and ability to pay interim payments for materials and labor between HOME draws and interim payments of staff payroll and overhead prior to receipt of HOME Developer's Fee. Examples of evidence may include most recent statements of income and expenses balance sheet, cash flow statement, liquid accounts, and/or line of credit. Attach to this sheet. Also include the last three fiscal years of audited financial statements.

PREVIOUS DEVELOPMENT EXPERIENCE AND PROJECTS

A. FUNDS DRAWN ON OPEN AWARDS

Scoring Summary: Applicant and Consultant are subject to County's evaluation of percent of funds drawn as of application deadline for all non-expired HOME, CDBG or other federal awards that have been approved for funding.

This is calculated by taking the percent of time that has expired on an award as of the Release of Funds letter (ROF) and subtracting the percent of funds that have been expended. If a County award, draw requests must be received by the County by the application deadline and only whole months that have expired will be counted. An applicant or consultant with a "Fair" or "Poor" rating will be required to provide an explanation on their award's performance and a plan to bring their rating into the "Good" or "Acceptable" range.

If Applicant or Consultant does not have any open awards, they will receive points for the "Acceptable" rating. If Applicants or Consultants that have multiple awards to be calculated, then their points will be determined averaging the performance rating and applying it to the chart below.

Performance Rating
Good = < 0%
Acceptable = 0 - 5%
Fair = 6 - 15%
Poor = > 16%

Applicant:

Award Program, e.g HOME, CDBG	Award Number	# of Months Award Open	/	Award Term (in months)	-	Funds Expended	/	Total Award Amount
			/		-		/	
			/		-		/	
			/		-		/	
			/		-		/	

Consultant:

Award Program, e.g HOME, CDBG	Award Number	# of Months Award Open	/	Award Term (in months)	-	Funds Expended	/	Total Award Amount
			/		-		/	
			/		-		/	
			/		-		/	
			/		-		/	

If the Applicant or Consultant received a "Fair" or "Poor" rating please provide an explanation of the award's performance and a plan to bring the performance into the "Good" or "Acceptable" range.

B. PERFORMANCE ON MOST RECENT CLOSED AWARD

Scoring Summary: If the applicant or consultant has previously received either HOME, CDBG or federal funding, the applicant will receive points IF in their most closed award, the actual number of units built or rehabilitated met or exceeded the number of units projected in the application AND if the beneficiary households served through the award are at or below the AMI levels projected in the application. NOTE: Awards modified to reduce the number of assisted units will not receive points. The ONLY exception is an application that was partially funded in a particular funding round.

Please complete the table below based on the most recent closed award from the Applicant or Consultant.

Entity		Award Number	Date Award Closed

Number of Units Projected in the Application	Actual Number of Units Built or Rehabilitated	Were the beneficiary AMI levels projected in the application served? (Yes/No)

DEVELOPMENT TEAM CAPACITY

of Firms on Your Team

11 - 13

5 - 10

1 - 4

For an applicant to receive points, each Development Team member must complete and sign their copies of "Exhibit 7- Development Team Members' Identification & Confirmation" found at the end of the Application Forms. Unsigned and undated submissions will not be considered. Attach completed, signed and dated forms.

1. Owner/Developer/Project Manager

Company:		Phone:	
Name and Title:			
Years of Experience in this Role:		Years in Housing Development:	Units Developed:
Roles and Responsibilities in this project:			
MBE?		WBE?	Certifications and/or State License No.:

2. General Contractor

Company:		Phone:	
Name and Title:			
Years of Experience in this Role:		Years in Housing Development:	Units Developed:
Roles and Responsibilities in this project:			
MBE?		WBE?	Certifications and/or State License No.:

3. Consultant

Company:		Phone:	
Name and Title:			
Years of Experience in this Role:		Years in Housing Development:	Units Developed:
Roles and Responsibilities in this project:			
MBE?		WBE?	Certifications and/or State License No.:

4. Realtor (for Homebuyer) / Property Manager (for Rental)

Company:		Phone:	
Name and Title:			
Years of Experience in this Role:		Years in Housing Development:	Units Developed:
Roles and Responsibilities in this project:			
MBE?		WBE?	Certifications and/or State License No.:

5. Accountant / Bookkeeper / Funds Manager													
Company:						Phone:							
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

6. Housing Counselor / Tenant Intake Specialist													
Company:						Phone:							
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

7. Architect / Engineer													
Company:						Phone:							
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

8. Appraiser													
Company:						Phone:							
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

9. Attorney or Title Company													
Company:						Phone:							
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

10. Potential Mortgage Lenders (if Homebuyer) or Construction Lender (if Rental)													
Company:					Phone:								
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

11. Environmental Review Provider													
Company:					Phone:								
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

12. Lead-based Paint / Risk Assessor													
Company:					Phone:								
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

13. Other													
Company:					Phone:								
Name and Title:													
Years of Experience in this Role:					Years in Housing Development:					Units Developed:			
Roles and Responsibilities in this project:													
MBE?				WBE?				Certifications and/or State License No.:					

**STATEMENT OF CERTAIN
POLITICAL CONTRIBUTIONS MADE AFTER JULY 11, 1986
-NEGOTIATED CONTRACTS-**

(This statement is part of the proposal packet)

Ordinance Number 0-86-0007, as amended by Ordinance Number 0-95-0003, adopted by the Board of Chosen Freeholders of the County of Essex, requires that all proposals for negotiated contracts submitted by individuals and/or business entities seeking to provide goods or to perform services for the County of Essex shall contain a statement setting forth each political contribution by them of \$500.00 or more made within five years next preceding the date of said contract, either directly or indirectly, to any County elected political official, County political party and/or County official, political organization, or any State political party.

Set forth name of County elected official, County political party and/or County official, political organization, or State political party to whom a political contribution of \$500.00 or more was made by proposers within five (5) years of the date hereof. If none, write "none".

Name

Amount

Proposer _____

By _____
(Signature)

Print or Type

Name of Signatory _____

REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS

1. Name of Fiscal Officer _____
Telephone Number _____
2. Federal ID Number _____
3. Corporation Type:
Profit _____ Non-Profit _____ Other (Specify) _____
4. Is agency exempt under Section 501(c)(3) of the U.S. IRS Code?
Yes _____ No _____
5. Is Agency a registered charity?
Yes _____ No _____
If yes, please attach a copy of Charities Registration Form.
6. Please attach a copy of Certificate of Incorporation.
7. Please attach a copy of current list of Board of Directors.
8. Please attach a copy of IRS Letter granting tax exempt status under 501(c)(3).
9. Please attach a copy of your Organization Chart.

BACKGROUND INFORMATION:

A. MISSION OF THE AGENCY:

B. HISTORY OF AGENCY: