



# 2025 HOME APPLICATION



## HOME INVESTMENT PARTNERSHIPS PROGRAM 2025

### Section 1:

**Project Name:** \_\_\_\_\_

Name of Agency or Municipality: \_\_\_\_\_

Address of Project Site: \_\_\_\_\_

Type of agency:    501(c)(3)    Gov't./Public    For Profit    Faith-Based

Other

Federal Tax ID # (FEIN): \_\_\_\_\_

UEID #: \_\_\_\_\_

**Chief Official's Name and Title**

(This is the person who will sign the subrecipient agreement): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact Person's Name and Title**

(This person will be the main contact for project delivery): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Funding Request:**

Total HOME funding requested (column B on budget form): \$ \_\_\_\_\_

Funds committed to project from other sources (column C on budget form): \$ \_\_\_\_\_

Total project cost (column E on budget form): \$ \_\_\_\_\_

**Project Summary:** Please provide a two-sentence description of the project.



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## Section 2:

### Fundability Determination – Eligible activities are described in 24 CFR 92 Subpart E

A. Which of the following activities will be included in this project? (Check all that apply)

- Housing Rehabilitation (to convert existing structures into affordable housing)
- Housing Acquisition (intended to provide affordable housing)
- New Construction of affordable housing
- Homebuyer Assistance
- Tenant-Based Assistance

B. At least 15% of HOME funds must be set aside for Community-Based Housing Organizations (CHDO's) as described in 24 CFR 92 Subpart G. Is your agency applying for CHDO certification? See attached CHDO application.

- Yes
- No

### Project Beneficiaries

Provide the number of people who will benefit from the project:

For rehab/acquisition/construction projects, list *total number of individuals* who will benefit \_\_\_\_\_  
(number of residents in census tract/block group or specific neighborhood to be served)

For homebuyer/tenant-based assistance projects, list *number of households* expected to be served

\_\_\_\_\_

Will the project primarily benefit residents described as:

- Extremely low incomes (30% of area median income [AMI] or less)
- Very low incomes (50% of AMI or less) (**Households receiving tenant-based assistance must be at or below 60% AMI**)
- Low/moderate incomes (80% of AMI or less)
- Belonging to a Minority Group
- Senior Citizens
- Persons with Disabilities
- Veterans
- Other Underserved Constituency (describe): \_\_\_\_\_



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**Projects involving 5 or more HOME-assisted units must develop an affirmative marketing plan as described in 24 CFR 92.351.**

Does your project affirmatively further fair housing choice (to take meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination)? Yes No If yes, describe how:

## Section 3

**Project Narrative:** In a separate document, provide a project narrative. The narrative shall describe the project, and address all of the following details:

- The need addressed by the project.
- The benefit to low-income residents (how will the project improve the lives of low-income residents)
- The goals and objectives of the program, and how they will be achieved
- If the project is located within a historic area or impacts a historic site. If historic, attach pictures of the historic site and potential impact.
- If the project addresses State or Federal mandates
- Which Lehigh County Consolidated Plan goal(s) does this project address?
- The activities to be undertaken, including the scope of work and timeframe/implementation schedule.
- A description of the project’s construction footprint as well as the project’s area of benefit.
- Provide a census block group map clearly depicting the project footprint and the project’s area of benefit.
- Provide a neighborhood map (Google or suitable alternative) depicting the project footprint.
- Provide color photographs or JPG files of the project area. Include pictures of specific areas of need, the project footprint, as well as adjacent housing and landscape pictures.
- If the project involves acquisition, rehabilitation, and/or demolition of a building, provide photographs of the building (inside, if possible, and outside) and adjacent buildings/structures in a digital/electronic format. State the year the building was constructed: \_\_\_\_



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## Section 4

### Environmental Review

All HOME-funded projects are subject to an environmental review, which must be completed by Lehigh County prior to funds being committed. Issues requiring remediation would need to be completed prior to the start of any project. Please check all that apply to the project:

- Project involves acquisition, alteration, construction, or demolition of a building more than 50 years old. If so, describe the building in the project narrative, including the year the building was constructed. Provide photographs of the building and adjacent buildings/structures in a digital/electronic format.
- Project location is in a possible historic district.
- Project is adjacent to highways or railroad tracks.
- Project is within 2,500 feet of a civilian airport (ABE, Queen City, local airfield).
- Project will affect endangered species identified in a nearby area.
- The project is in a 100-year floodplain. Note – flood insurance is required for insured property located within a 100-year floodplain.
- The project is in a 500-year floodplain.
- There is evidence of an underground storage tank on the property. Address the issue within the project narrative, and provide photos and a map depicting the affected area.
- Project is close to commercial enterprises storing hazardous materials.
- Onsite or nearby, there are toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or will conflict with the intended use of the property. Address the issue within the project narrative, and provide a map depicting the presence of the contamination.

Within 1 mile of the project site, current or planned stationary aboveground storage containers exist:

- Of more than 100-gallon capacity, containing common liquid industrial fuels
- Of any capacity, containing hazardous liquids or gases that are not common liquid industrial fuels

**\*\*Submit a FEMA Firm Panel map (in color) with the project location clearly marked. This is a requirement regardless of whether or not the project is located within a flood plain.**



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## Section 5

### Davis Bacon Wages

All construction projects involving 12 or more units that are funded in whole or in part with HOME funds are subject to Davis-Bacon Federal Wage Rates. Davis-Bacon Federal Wage Rates may be superceded by State (PA) prevailing wage rates. Choose one:

- The project will go out to bid, subject to Davis-Bacon Federal Wage Rates.
- The project will include less than 12 housing units.
- The project does not involve construction.

## Section 6

### Economic Opportunities (Section 3 Projects)

The Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.

Per this statutory language, recipients of HUD funds (grantees, subrecipients, and contractors) shall ensure that “to the greatest extent feasible,” when certain HUD funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very low-income people (Section 3 workers) and to businesses that are owned by low- and very low-income persons or businesses that hire them. These opportunities are both gender and race neutral.

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. Subrecipients will be required to assist non-Section 3 firms in hiring of Section 3 workers if the lowest, responsible bidder is not a certified Section 3 firm. Section 3 projects must meet or exceed Section 3 benchmarks for total number of labor hours worked on the HUD-funded project by Section 3 workers (25%) and by Targeted Section 3 workers (5%).

Please check all that apply to the project:

- This is a housing or community development project of which the amount of HUD assistance will exceed \$200,000.
- This is a housing or community development project which will NOT have HUD assistance exceeding \$200,000.
- This is a housing or community development project not involving construction.





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## Applicant Certification

Lehigh County requires an original signature for the Applicant Certification. Electronic or digital signature is acceptable on this application form. Original must be mailed to Cyndi King and received by May 2, 2023 in order to be considered for an award.

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

- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- If selected to receive HOME funding, the project will be operated in accordance with all applicable laws and regulations, include 24 CFR 92 Subpart E , Civil Rights Acts, the Fair Housing Act and the Americans with Disability Act.
- I am authorized by the municipality or organization identified within to submit this application.
- Reimbursement of Funds – The applicant agrees to reimburse Lehigh County for any expenditures paid to the applicant that are found to be ineligible under the HOME program guidelines.
- Environmental Review Clearance – The applicant agrees not to obligate funding for this project until Lehigh County certifies that the environmental review is clear and accepted by HUD.
- Allocations – The applicant agrees that all projections of funds assume the continuation of the federal HOME program and that the County is not responsible for costs incurred should the program be discontinued.

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Title**



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Lehigh County does not require an original signature for the Fair Housing Statement and Non-Delinquency Certification. Electronic or digital signature is acceptable on this application form.

## Fair Housing Statement

I, as representative of the applicant, attest that the applicant has agreed to adhere to the regulations set forth by the Fair Housing Act:

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Name and Position**

\_\_\_\_\_  
**Date**

## Certification of Non-Delinquency

By signing this page, you certify that your organization is not delinquent on taxes or other obligations owed to Lehigh County. According to Ordinance 2017-131 under Tax Delinquency:

Grants shall not be given to an organization that is delinquent on any taxes due the County until taxes are paid in full.

If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, the County shall withhold grant funds in lieu of taxes until taxes are paid in full. The County shall not give grants to an organization that is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Position**





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## Checklist of Required Documents

To be considered for an award, all applications must include the following documents:

1.  Application cover sheet with project summary - Section 1
2.  Project Fundability and Beneficiaries – Section 2
3.  Project Narrative with Supporting Documentation – Section 3
4.  Environmental Review Information with FEMA Floodplain Map – Section 4
5.  Davis Bacon Wages – Section 5
6.  Section 3 Regulations – Section 6
7.  Budget Narrative and Budget Form – Section 7
8.  Applicant Certification – electronic or digital signature on form
9.  Fair Housing Statement
10.  Affirmative Marketing Plan (if project involves 5 or more units)
11.  Certification of Non-Delinquency
12.  CHDO Application (if answer is “yes” to question 2B)

Email applications to [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org) by April 15, 2025. Applications can also be mailed to Cyndi King, but must be postmarked by April 15, 2025 to be considered for award.

Additionally, as required per Lehigh County’s grant ordinance, all of the following documents must be EMAILED to [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org). **No hard copies will be accepted.** Documents will be posted on Lehigh County’s website soon after application submission and removed after ordinance approval:

1.  The current and previous fiscal year’s budget, including the actual revenues and expenditures for the previous year
2.  Audited financial statements for the two (2) previous fiscal years
3.  The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization
4.  The total compensation of the organization’s five (5) highest compensated individuals
5.  A list of all funding sources and the total amount received from each funding source for the previous year
6.  A list of all funding sources for the current year, and a list of all pending applications for funding, including the amount requested