

**GWINNETT COUNTY, GEORGIA
APPLICATION MANUAL
FOR
HUD ENTITLEMENT GRANT PROGRAMS**

HOME PROGRAM

FISCAL YEAR 2012

APPLICATION PICKUP/SUBMISSION LOCATION:

**GWINNETT COUNTY COMMUNITY DEVELOPMENT PROGRAM
575 OLD NORCROSS ROAD, SUITE A
LAWRENCEVILLE, GEORGIA 30046-4367
TELEPHONE: 770-822-5190
FAX: 770-822-5193
Email: gched@gwinnettcountry.com**

**Applications May Be Submitted Throughout the Year
February 1, 2011 – December 30, 2011**

**Projects Will Be Funded on a Project-By-Project Basis During the Year
If Funds Are Available**

Gwinnett County Community Development Program

575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367
(770) 822-5190 Fax (770) 822-5193 email: gchcd@gwinnettcountry.com



Administered by W. Frank Newton, Inc.
Program Management Firm for Gwinnett County
An Equal Opportunity Employer
Frank Newton, President

MEMORANDUM

TO: Prospective Applicant Organizations

FROM: Craig Goebel
Director

DATE: February 1, 2011

SUBJECT: FY 2012 Grant Application for HOME Program Projects

Fiscal Year 2012 Funding Cycle – HOME Program Project Grant Applications Available For Qualifying Organizations

Gwinnett County is accepting applications from providers of affordable housing [public agencies, non-profit organizations, and for-profit entities] for FFY 2012 HOME Program projects

Beginning **February 1, 2011**, application materials/instructions may be obtained from:

Gwinnett County Community Development Program
575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367
Telephone 770-822-5190; FAX 770-822-5193; TDD; email: gchcd@gwinnettcountry.com

Applications may be submitted for funding consideration throughout the year, if funding is available. Projects will be selected for funding on a project-by-project basis to:

Gwinnett County Community Development Program
575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367

PERSONS PREPARING APPLICATIONS SHOULD RECEIVE THE ENTIRE HOME PROGRAM PROJECT APPLICATION MANUAL.

Table of Contents

<u>Items</u>	<u>Page</u>
<u>Introduction</u>	4
HUD Entitlement Grants - Gwinnett County	4
HOME Program Description	5
HOME Program Awards to Gwinnett County	7
<u>Information for Applicants</u>	8
I. General Information	9
A. Obtain Application Materials	9
B. Application Submission Deadline	9
C. Submit Completed Applications To	9
D. Application Submission Requirements	9
E. Documents to be Submitted with Applications from Non-Profit Organizations	12
F. Key Dates in the Project Application Process	12
G. Gwinnett County Consolidated Plan	12
1. Housing Goals and Priority Objectives	12
2. Homeless Goal and Priority Objectives	13
3. HUD Performance Measurement Objectives and Outcomes	13
H. General Application Preparation Guidance	14
II. HOME Program Application Preparation Instructions	15
A. Eligible Project Types	16
B. Maximum Period to Complete a Gwinnett County HOME Program Project	16
C. Beneficiary Requirements	16
D. Reimbursements	16
E. How HOME Program Funds are Awarded to Subrecipients and CHDO's	16
F. Matching Requirements	16
G. Codes/Standards That Apply to HOME Program Assisted Housing	16
H. Real Property Acquisition	16
I. Floodplain/Flood-Prone, Historic, Environmental, and Toxic Hazards	17
J. Consolidated Plan Goals and Priority Objectives	17
K. Other HOME Program Application Preparation Guidance	17
III. Application Forms	18
Part I Submit for All HOME Program Applications	19
Part I Submission Checklists	21
Part II Submit for All HOME Program Applications	23
A. Acquisition	24
B. Rehabilitation	26
C. New Construction	28
D. Special Needs Housing for the Homeless	30
E. Special Needs Housing for Persons w/Disabilities	32
F. CHDO Operating Funds	34
IV. Attachments	36
Attachment 1 Project Description Narrative – Submit for All Applications	37
Attachment 2 HOME Program Required Attachment List	38
Attachment 3 HOME Program Maximum Income Limits - 2010	40
Attachment 4 HOME Program Sources and Uses Statement	41

INTRODUCTION

This Manual contains instructions and application forms to be used by organizations requesting Federal Entitlement Grants for housing project from Gwinnett County. The document also describes the grant programs and Gwinnett County's history of participation in the U.S. Department of Housing and Urban Development [HUD] Entitlement HOME Program.

For questions about the grant or this Manual, contact:

Gwinnett County Community Development Program
575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367
[Telephone: (770) 822-5190] [FAX: (770) 822-5193] [Email: gchcd@gwinnettcountry.com]

HUD ENTITLEMENT GRANTS - GWINNETT COUNTY

Larger cities and Urban Counties [over 200,000 population] may receive grants directly from HUD as "Entitlement" grantees. Entitlement grantees receive grant funds each year through a formula allocation of grant funds, as determined by the amounts appropriated by the United States Congress. Gwinnett County receives three grants each year awarded directly by the United States Department of Housing and Urban Development [HUD]. The three grants received by Gwinnett County are:

- Community Development Block Grant [CDBG] Program
- HOME Program
- Emergency Shelter Grants [ESG] Program

Potential Grant Award from HUD to Gwinnett County for the FFY 2012 Program Year:

- HOME Program Approximately \$1.2 Million

Estimated Program Income will be received from the unscheduled repayment of housing loans made from prior year HOME Program funds. The estimated amount to be received during 2012 is: \$50,000.

HOME INVESTMENT PARTNERSHIPS [HOME] PROGRAM
FOR
ENTITLEMENT COMMUNITIES

Summary

For use by state and local participating jurisdictions (“PJ’s”) for:

- (1) housing rehabilitation;
 - (2) tenant-based rental assistance;
 - (3) assistance to homebuyers;
 - (4) acquisition of housing; and,
 - (5) construction of new housing.
- Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing, such as site acquisition, site improvements, demolition, and relocation.
 - A PJ may budget and expend not more than ten percent [10%] of its HOME Program allocation for administrative costs.
 - The HOME Program encourages PJ’s to design and implement affordable housing strategies that are tailored to their needs and priorities. It extends and strengthens partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production of affordable housing. The HOME Program ensures that community-based nonprofit organizations play a significant role in implementing local affordable housing strategies.

Purpose

- (1) To expand the supply of decent, safe, sanitary, and affordable housing, particularly rental housing, for very low-income and low-income families;
- (2) to strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing;
- (3) to provide both financial and technical assistance to participating jurisdictions, including the development of model programs for developing affordable low income housing; and
- (4) to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

Type of Assistance/Eligible Grantees

HUD awards HOME Program grant funds through a formula calculation to states, cities, urban counties, and consortia.

- Prior to funding year 2000, Gwinnett County had received a HOME Program allocation through its membership in the Georgia Urban County Consortium (GUCC) (1992–1999). Gwinnett County will fulfill its HOME Program responsibilities to the GUCC until all the HOME Program funds awarded by the GUCC have been expended, and all regulatory requirements have been met.
- Gwinnett County submits its funding plan to HUD each year [its annual Action Plan], that includes the activities to be funded from each year’s HOME grant.
- Gwinnett County selects organizations and activities to be funded each year on a competitive basis.
- Agencies that receive HOME Program grant funds must provide non-Federal matching funds - \$1 in Subrecipient or CHDO local funds for each \$4 of HOME Program funds expended.

-
- *Eligible Participants*
- Low- and moderate-income persons for housing [homeowner housing rehabilitation and homebuyer downpayment assistance]
- Non-profit organizations [must have already received a tax-exempt certification [501(c)(3)] from the Internal Revenue Service [IRS] and must be current with the requirements of the Georgia Secretary of State when the application(s) is submitted to Gwinnett County]
- Participating Gwinnett County cities
- Gwinnett County Departments
- Local Housing Authorities [Not including Modernization of Public Housing Projects- Prohibited by HOME Program Regulations]

Community Housing Development Organizations (CHDO)

The HOME Program requires grantees receiving HOME grant funds from HUD to allocate 15% of each annual HOME grant to Community Housing Development Organizations (CHDO's) for HOME Program eligible activities. A "PJ" may also set aside more than 15% of its HOME grant for other HOME-eligible projects that are carried out by a CHDO.

- A CHDO is a private non-profit, community-based service organization with staff capacity to develop affordable housing for the community it serves.

HUD CHDO Requirements:

- An organization seeking designation as a CHDO from Gwinnett County must document that it possesses at least one year of relevant experience in the ownership, development or sponsorship of affordable housing.
- The CHDO must meet a HUD requirement that a minimum of one-third of the members of the governing board of the CHDO must be representatives of the low-income community.
- The CHDO must have received its tax-exempt certificate from the IRS under Section 501©(3) of the IRS Code.
- The CHDO must be organized under state and local law.
- Provision of decent housing affordable to low- and moderate-income persons must be among the purposes of the organization.
- No part of CHDO earnings may benefit any members, founders, contributors or individuals.
- The CHDO must have a clearly defined geographic service area.
- A HOME Program "PJ" may allocate not more than 5% of its annual HOME grant to CHDO's for CHDO Operating costs associated with carrying out CHDO housing activities [projects].
- A CHDO project is affordable housing that the CHDO owns, develops or sponsors.
- A CHDO may also carry out HOME Program-eligible projects that are not housing that the CHDO owns, develops, or sponsors. In this instance, the CHDO would be operating as a Subrecipient of Gwinnett County, rather than as a CHDO.

Funding History – HOME Program Awards to Gwinnett County

Years	Awards
1992	\$508,246
1993	\$334,801
1994	\$488,265
1995	\$516,610
1996	\$497,036
1997	\$504,070
1998	\$701,661
1999	\$759,158
2000	\$762,000
2001	\$854,000
2002	\$851,000
2003	\$1,620,057
2004	\$1,630,523
2005	\$1,579,844
2006	\$1,488,375
2007	\$1,473,246
2008	\$1,430,426
2009	\$1,588,262
2010	\$1,584,502
2011 [Est.]	\$1,200,000
2012 [Est.]	\$1,200,000
Total	\$21,572,082

Shaded cells in the HOME Program Funding History Table represent grants awarded to Gwinnett County by the Georgia Urban County Consortium [GUCC].

Unshaded cells in the table represent HOME Program awards to Gwinnett County directly by the U.S. Department of Housing and Urban Development.

**INFORMATION FOR APPLICANTS
GWINNETT COUNTY, GEORGIA**

**HOME PROGRAM
FY 2012**

INFORMATION FOR APPLICANTS

I. GENERAL INFORMATION

A. OBTAIN APPLICATION MATERIALS:

Application materials are available from Gwinnett County in printed form and/or in "fillable" Microsoft WORD® from:

Gwinnett County Community Development Program
575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367
[Telephone: (770) 822-5190][FAX: (770) 822-5193] [Email: gchcd@gwinnettcountry.com]

Application Materials Available Beginning February 1, 2012 - 8:00 A.M. - Local Time

B. APPLICATION SUBMISSION DEADLINE:

Applications May Be Submitted Throughout the Year, If Funding is Available, But Not Later Than December 30, 2011.

C. SUBMIT COMPLETED APPLICATIONS TO:

Gwinnett County Community Development Program
575 Old Norcross Road, Suite A
Lawrenceville, Georgia 30046-4367
[Telephone: (770) 822-5190] [FAX: (770) 822-5193]
[Email: gchcd@gwinnettcountry.com] **[PLEASE DO NOT FAX OR EMAIL FINAL APPLICATIONS]**

Received is defined as: Applications are physically delivered or mailed sufficiently early to be physically received at the Gwinnett County Community Development Program Office by 5:00 P.M., December 30, 2011.

D. APPLICATION SUBMISSION REQUIREMENTS

PERSONS PREPARING APPLICATIONS SHOULD RECEIVE THE ENTIRE APPLICATION MANUAL.

1. Agencies or organizations must have been authorized to submit applications by their respective governing boards, or from their agency directors, if so authorized by the governing boards.
2. **Signatures from two different individuals are required in Part I of each application submitted:** (1) the person who prepared the application; and, (2) an individual at a supervisory or governing board level who approved the application and authorized its submission to Gwinnett County.
3. Applications may be submitted in two ways:

Hardcopy submission or electronic submission. Table 1 presents details on each type of submission, specifying quantities of items required. Information is presented following Table 2 explaining how to make an electronic submission.

**TABLE 1
SUBMISSIONS FOR HOME GRANTS**

Submission Type	Part I With Original Signatures [Quantity]	Part II [Appropriate Pages] [Quantity]	Attachment 1 [Quantity]	Attachment 2 [Appropriate Items] [Quantity]	Non-Profit Organization Attachments [See Table 2] [Quantity]
Hardcopy	1	2	2	2	1
Electronic	1	1	1	1	1

Additional required hardcopy documents to be submitted by Non-Profit Organizations are depicted in Table 2. Additional required hardcopy documents to be submitted by For-Profit Organizations are depicted in Table 3.

**TABLE 2
HARDCOPY ATTACHMENTS - NON-PROFIT ORGANIZATIONS
[One Copy of Each Covers All Applications Submitted]
[All Documents Must Bear the Name of the Applicant Organization]**

Grant	Attachment	[Quantity]
HOME	<u>Current tax-exempt certification [Section 501(c)(3)], that it has received from the IRS prior to submission of the application.</u> If the organization has requested tax exempt status from the IRS, but the 501(c)(3) certification has not been received at the time of application submission, the organization will not be eligible for competition during this funding cycle.	1
HOME	<u>Incorporation approval and evidence of current good standing from the Georgia Secretary of State [Current status available online from http://www.sos.state.ga.us/corporations/corpsearch.htm]</u>	1
HOME	<u>Current by-laws</u>	1
HOME	<u>Listing of current officers and current members of the Board of Directors, and their addresses as listed with the Georgia Secretary of State.</u>	1
HOME	<u>Most recent audit or audited financial statement of the organization submitting the application to Gwinnett County.</u> The audit or audited financial statement must be prepared and signed by the preparing independent auditor. The document must indicate to Gwinnett County that the organization has the fiscal capacity to carry out the project submitted for funding and a system of controls to protect the investment of HUD grant funds.	1
HOME	<u>Most recent IRS Form 990 or 990 EZ [Return of Organization Exempt from Income Tax]</u> Applicant must submit a copy of their organization's most recent submission of Form 990 or 990 EZ, and all schedules and attachments, to the Internal Revenue Service. Form 990 or 990EZ are required under section 501(c) of the Internal Revenue Code.	1
HOME	<u>Current Business Plan.</u> The Business Plan is an indication to Gwinnett County of how the organization carries out strategic planning, its evaluation of performance, and its capacity to successfully carry out its proposed HOME Program projects.	1

TABLE 3
HARDCOPY ATTACHMENTS - FOR-PROFIT ORGANIZATIONS
[One Copy of Each Covers All Applications Submitted]
[All Documents Must Bear the Name of the Applicant Organization]

Grant	Attachment	[Quantity]
HOME	<u>Incorporation approval and evidence of current good standing from the Georgia Secretary of State [Current status available online from http://www.sos.state.ga.us/corporations/corpsearch.htm</u>	1
HOME	<u>Current organization by-laws</u>	1
HOME	<u>Current organization by-laws</u>	1
HOME	<u>Listing of current officers, principals, and members of Board of Directors</u>	1
HOME	<u>Most recent audit or audited financial statement of the organization submitting the application to Gwinnett County.</u> The audit or audited financial statement must be prepared and signed by an independent auditor. The document must indicate to Gwinnett County that the organization has the fiscal capacity to carry out the project submitted for funding and a system of internal controls to protect the investment of HUD grant funds.	1
HOME	<u>Federal and State Tax Returns for the past three tax years]</u> Applicant must submit a copy of their organization's three most recent tax returns submitted to the IRS and to the Georgia Department of Revenue.	1
HOME	<u>Current Business Plan.</u> The Business Plan is an indication to Gwinnett County how the organization carries out strategic planning, its evaluation of performance, and its capacity to successfully carry out its proposed HUD grant project(s).	1
HOME	<u>Resumes of Development Team Members.</u> Submit resumes of development team members for each project submitted.	1
HOME	<u>Resumes of Development Team Members.</u> Submit resumes of development team members for each project submitted.	1

Electronic Submission Instructions

Electronic submissions must be delivered to the Gwinnett County Community Development Program by the submission deadline. Electronically submitted applications must be submitted on a Compact Disk [CD] created using a CD-R or CD-RW drive on a Microsoft Windows® compatible computer. Please perform a virus scan on file saved to the CD with a virus protection program, with current virus definitions, before submitting your application.

Submissions by FAX or email are not permitted.

Electronically submitted applications must be prepared using Microsoft WORD® using the application files provided by Gwinnett County. If an applicant does not have access to this software, or the ability to prepare applications electronically, Gwinnett County recommends that the application be submitted in hardcopy format. One printed hardcopy of each entire application [with original signatures on Part I] must be submitted with the CD. This process will ensure that Gwinnett County has a hardcopy version of each application, in the event that the CD is damaged, or data on the CD is corrupted.

Contact the Gwinnett County Community Development Program for assistance with any questions about electronic submission of FY 2012 applications. [Telephone: 770-822-5190; Fax: 770-822-5193; email: gchcd@gwinnettcountry.com].

E. DOCUMENTS TO BE SUBMITTED WITH APPLICATIONS FROM NON-PROFIT ORGANIZATIONS

Non-profit organizations must submit the items listed in Table 2 with project applications. **Note: All documents must be those of the applicant organization, not those of another organization – i.e., the applicant organization's name must appear on all the documents listed here.**

If multiple applications are submitted, only one copy of each document listed in Table 2 must be submitted.

Gwinnett County reserves to right to request additional information from applicants at any time following the deadline for the submission of applications.

F. KEY DATES IN THE 2012 PROJECT APPLICATION PROCESS

February 1, 2011 - Distribution of Application Notices and Publication of Availability of Applications in the *Gwinnett Daily Post* [official legal organ of Gwinnett County].

December 30, 2011 – 5:00 P.M. – FY 2012 HOME Program Project Application Submission Deadline – Gwinnett County Community Development Program Office, 575 Old Norcross Road, Suite A, Lawrenceville, Georgia 30046-4367.

Gwinnett County reserves to right to extend the deadline for the submission of applications.

Note: Organizations on the Gwinnett County Community Development Program Contact List and any other applicants for FY 2012 HOME Program project funds will be notified of any proposed amendments and/or Public Hearings associated with FY 2012 funds.

G. GWINNETT COUNTY CONSOLIDATED PLAN

All applications must address one or more of the goals and priority objectives identified in the Gwinnett County Consolidated Plan and listed here. Be certain that your application addresses the appropriate Goal(s) and Priority Objectives in the appropriate locations on each application form.

GWINNETT COUNTY CONSOLIDATED PLAN 2010-2014
GOALS AND PRIORITY OBJECTIVES

HOUSING GOALS AND PRIORITY OBJECTIVES

Goal AH: Increase Access to Affordable Housing for Low and Moderate Income Individuals, Families, and Households [AH].

Priority Objectives:

- AH1 Principal Reduction [downpayment and closing cost assistance] for new and first-time homebuyers
- AH2 Rehabilitation of existing housing for new and first-time homebuyers
- AH3 Homebuyer/homeowner/renter education education/counseling on housing issues and housing finance (including predatory lending practices)
- AH4 New construction of affordable rental and homeowner housing
- AH5 Reduction of acquisition and development costs for affordable single-unit and multi-unit housing
- AH6 Encourage private and nonprofit developers with funding for acquisition, development, rehabilitation or redevelopment of affordable housing.

Goal HR: Reduce and/or Eliminate Substandard Housing for Low and Moderate Income Individuals, Families, and Households [HR]

Priority Objectives:

- HR1 Rehabilitate owner-occupied homes
- HR2 Energy conservation and weatherization improvements for homeowner and rental housing
- HR3 Homeowner/homebuyer/renter education and counseling on housing issues and housing finance (including predatory lending practices)

- HR4 Construct replacement housing where rehabilitation is not feasible
- HR5 Hazardous materials removal/abatement [lead/asbestos]
- HR6 Rehabilitation of rental housing, including acquisition of substandard units for rehabilitation

Goal SNH: Increase Housing and Supportive Services for Individuals and Families with Special Needs [SNH]

Priority Objectives:

- SNH1 Support the efforts of public and private non-profits to create additional housing options for special needs individuals and families
- SNH2 Support the efforts of public and private non-profit organizations which acquire, construct, or rehabilitate housing for persons with disabilities, including persons with HIV/AIDS and persons who are diagnosed with substance abuse and/or severe physical or mental disabilities.
- SNH3 Support the efforts of public and private non-profit organizations which acquire, construct or rehabilitate transitional housing, supportive housing, permanent supportive housing, or permanent housing for special needs individuals or families.
- SNH4 Support efforts to locate financial assistance to address the housing needs of for special needs populations

HOMELESS GOAL AND PRIORITY OBJECTIVES

Goal: HML Increase Housing Options for Homeless and Near Homeless Individuals and Families

Priority Objectives:

- HML1 Support non-profit, private and public entities that provide housing opportunities for at-risk populations
- HML2 Address the emergency shelter needs of homeless persons, including individuals, families, adults, and youth
- HML3 Provide outreach to homeless persons for assessment of their individual needs
- HML4 Address the transitional housing needs of homeless persons, including families, adults, and youth
- HML5 Help homeless persons make the transition to permanent housing and independent living
- HML6 Help prevent homelessness of low-income individuals and families

Note: Any proposed project to serve the homeless must be consistent with the Gwinnett County Continuum of Care, as described in the Gwinnett County Consolidated Plan.

HUD PERFORMANCE MEASUREMENT OBJECTIVES AND OUTCOMES

Objectives:

- Create Suitable Living Environments [SL]
- Provide Decent Housing [DH]
- Create Economic Opportunities [EO]

Outcomes:

- Availability/Accessibility [1]
- Affordability [2]
- Sustainability [3]

I. GENERAL APPLICATION PREPARATION GUIDANCE

1. No assurances of future year funding may be presumed as a result of any grant award from any year.
2. **Applicants providing documented evidence of the availability of non-federal funds for the requested project are more likely to receive priority consideration for the approval of grant funds from Gwinnett County.**
3. Use the correct type of application forms and submit the required Attachments.
 - a. Please proofread your application(s) before submission to ensure that you have completed all items in the application(s), and that all the information provided is accurate.
4. If you have any questions about application requirements or documents, make certain that you contact the Gwinnett County Community Development Program [Telephone 770-822-5190; FAX 770-822-5193; email: gchcd@gwinnettcounty.com] before submission of an application. After the submission of applications, no changes are permitted, nor may additional information be provided.
5. Please review the application requirements/documents sufficiently in advance of the submission deadline to permit you to present questions and obtain answers to your questions from the Gwinnett County Community Development Program.
6. Application preparation before the submission deadline will also permit others in your organization to review the application(s) for accuracy/completeness.

**GWINNETT COUNTY
HOME PROGRAM
PROJECT APPLICATION INSTRUCTIONS
FY 2012**

II. HOME PROGRAM APPLICATION PREPARATION INSTRUCTIONS**A. ELIGIBLE PROJECT TYPES**

Eligible Projects, under HOME Program Regulations, 24 CFR Part 92, Section 205, as implemented in Gwinnett County:

1. Acquisition
 - a. Homeownership Downpayment Assistance
 - b. Provide Affordable Housing
2. Rehabilitation or Reconstruction of single-unit or multi-unit housing
3. New Construction
4. CHDO Set-aside for Eligible Projects
5. CHDO Operating Expenses
6. Special Needs Housing
 - a. Temporary or Permanent Housing for Homeless [Not emergency shelter]
 - b. Temporary or Permanent Housing for Persons with Disabilities

B. MAXIMUM PERIOD TO COMPLETE A GWINNETT COUNTY HOME PROGRAM PROJECT

1. Maximum Project Period: July 1, 2012 - June 30, 2014 - [24 Months]
2. No assurances of future year funding may be presumed as a result of any HOME Program grant award from any year.

C. BENEFICIARY REQUIREMENTS

1. 100% of HOME Program funds expended must benefit low- and moderate-income persons.
2. Such persons must have total household incomes that do not exceed the HOME Program Maximum Income Limits, as depicted in this Attachment 3 of this Manual.

D. REIMBURSEMENTS

1. Funds will be available to agencies for funding by Gwinnett County on a reimbursement basis only.
2. No funds will be advanced.

E. HOW HOME PROGRAM FUNDS ARE AWARDED TO SUBRECIPIENTS AND CHDOS

1. CHDO project funds are provided as grants and/or loans to qualified, designated, and selected CHDO's.
2. Subrecipients are provided loans and/or grants, as determined by the County.
3. Loan terms are determined on a case-by-case basis by the County, using a HUD-required underwriting process.

F. MATCHING REQUIREMENTS

1. HOME Program funds awarded by Gwinnett County [except CHDO Operating funds] must be matched [\$1 Subrecipient/CHDO funds: \$4 HOME Program funds] by subrecipients from non-Federal HOME-eligible fund sources.
2. The matching funds must be provided during the Gwinnett County HOME Program year in which the HOME Program expenditure occurs.

G. CODES/STANDARDS THAT APPLY TO HOME PROGRAM-ASSISTED HOUSING

1. Any existing housing assisted with Gwinnett County HOME Program funds must meet the Gwinnett County HOME Program Property Standards.
2. Any new construction must meet all Gwinnett County-Adopted Code requirements. New construction in any of the municipalities in Gwinnett County must meet the adopted code requirements in each of the respective municipalities where the construction occurs.

H. REAL PROPERTY ACQUISITION

If your organization is proposing to use HOME Program funds to acquire real property or housing, contact the Gwinnett County Community Development Program prior to submitting the application. This process will ensure you are aware of the Federal acquisition, relocation, and displacement requirements.

I. FLOODPLAIN/FLOOD-PRONE, HISTORIC, ENVIRONMENTAL AND TOXIC HAZARDS

Contact the Gwinnett County Community Development Program for information or guidance if you need to know if the site of your proposed project:

- a. Is located in a Federally-designated Floodplain or flood-prone area;
- b. Is located in or adjacent to a designated Historic District;
- c. Is a designated Historic site or property;
- d. Is eligible for designation as an Historic site or property;
- e. May possess potential environmental hazards or toxic substances.

J. CONSOLIDATED PLAN GOALS AND PRIORITY OBJECTIVES

Any proposed HOME Program activities must address the Goals and Priority Objectives in the Gwinnett County Consolidated Plan, as listed on pages 11-12 of this Manual and the applicant must select one or the HUD-required Objectives and one of the HUD-required Outcomes listed on page 12.

K. OTHER HOME PROGRAM APPLICATION PREPARATION GUIDANCE

1. For HOME Program applications, submit the following items:
 - a. Application – Part I;
 - b. Application – Part II, applicable pages;
 - c. Application – Attachment 1
 - d. Application – Attachment 2 required attachments
 - e. Application – Attachment 4
 - f. Submission attachments for non-profit organizations [See Table 2, Page 10].
 - g. Submission attachments for non-profit organizations [See Table 3, Page 11].
2. Information requested in the Attachments is crucial to eligibility assessment and project feasibility determination by the County. Please provide all requested materials to maximize your potential for HOME Program funding.
3. If you have any questions about the application form or application attachments, make certain that you contact the Gwinnett County Community Development Program prior to submission of an application.
4. Applicants are reminded that only HOME Program-eligible housing activities [identified above], are funded with Gwinnett County HOME Program funds.
5. Gwinnett County does not fund operating costs [except CHDO Operating] with its HOME funds.
6. 100% of persons served with HOME Program projects must have total household income that does not exceed the federally established HOME Program Maximum Income Limits [**See Attachment 3 for the HOME Program Maximum Income Limits at the time this application manual was released**].
7. Give specific project name, location, and details, including an exact street address for the project site.
8. Take enough time to provide Gwinnett County with sufficient information about your proposed project to permit independent site inspections by the Gwinnett County Community Development Program staff.
9. Identify clearly the project and its purpose and scope to enable the reviewer to quickly understand the proposed project.
10. Provide explicit maps, photographs, plans, construction drawings, etc. with your application to permit careful and complete evaluation of the proposal.
11. Missing and/or insufficient data will reduce the competitiveness of an otherwise eligible proposed project.

GWINNETT COUNTY
HUD ENTITLEMENT GRANTS
FY 2012
APPLICATION FORMS

**GWINNETT COUNTY
HUD ENTITLEMENT GRANTS
FY 2012
APPLICATION FORMS**

PART I

**-SUBMIT ONLY 1 - PART I FORM FOR ALL HOME PROGRAM PROJECT APPLICATIONS-
-SUBMIT ONLY 1 DOCUMENT SUBMISSION CHECKLIST FOR ALL APPLICATIONS-**

Form: GCD001S - Date 01/08

GWINNETT COUNTY, GEORGIA
GRANT APPLICATION - HOME PROGRAM PROJECTS - FFY 2012
PART I - COMPLETE/SUBMIT FOR ALL GRANT APPLICATIONS

Application Receipt Date/Time/ ----->	Reserved for Gwinnett County Use Only
1. Applicant Name -----> (Agency or Organization)	
2. Applicant Agency Mailing Address----->	
3. City----->	
4. State----->	
5. Zip + Four----->	
6. Contact Person----->	
7. Contact Person Title----->	
8. Telephone Number -----> [Include Area Code]	
9. FAX Number-----> [Include Area Code]	
10 Email Address of Contact Person----->	
11. Website Address [If Applicant Has A Website]->	
12. Date of Incorporation ----->	
13. Fed. ID Nos:----->	_____ FEI # [Example 58-111111] _____ DUNS #
14. Non-Profit or For-Profit Organization Current Total Budget	\$ _____
15. Non-Profit or For-Profit Organization Current Budget	_____ % Government Funds
16. Non-Profit or For-Profit Organization Current Budget	_____ % Private Funds
17. Grant Program For Which This Application Is Submitted	HOME Program
A. CDBG -[CFDA No. 14-218]----->	[Not Applicable to This Application]
B. HOME -[CFDA No. 14-239]----->	Check <input type="checkbox"/>
C. ESG --[CFDA No. 14-231]----->	[Not Applicable to This Application]
18. Application Signatures/Dates	
A. Typed Name - Prepared Application ---->	
B. Signature – Application Preparer----->	
C. Date of Preparer Signature ----->	
D. Typed Name - Application Approval---->	
E. Signature - Approving Application----->	
F. Date of Approving Signature----->	
Note: Persons Signing Applications Must Have Received Authority to Take Such Actions from the Governing Board of the Organization Submitting the Application.	Please Attach Documentation Indicating The Approval of Your Governing Body Authorizing the Submission of the Attached Application.

**GWINNETT COUNTY –HUD ENTITLEMENT GRANTS COMPETITION
FY 2012
PART I
APPLICATION SUBMISSION CHECKLIST**

SUBMIT WITH ALL APPLICATION[S] TO GWINNETT COUNTY.

Check for Each Item Submitted

**TABLE 1
SUBMISSIONS FOR ALL GRANTS**

Submission Type	Part I W/Original Signatures [Quantity]	Part II Section 4 [Appropriate Pages] [Quantity]	Attachment 1 [Quantity]	Attachment 2 [Quantity]	Non-Profit Organization Attachments [See Table 2] [Quantity]	HOME Application Check [Either Hardcopy or Electronic]
Hardcopy	1	2	2	2	1	<input type="checkbox"/>
Electronic	1	1	1	1	1	<input type="checkbox"/>

Additional required hardcopy documents to be submitted by Non-Profit Organizations are depicted in Table 2.
Additional required hardcopy documents to be submitted by For-Profit Organizations are depicted in Table 3.

**TABLE 2
HARDCOPY ATTACHMENTS - NON-PROFIT ORGANIZATIONS
[One Copy of Each Covers All Applications Submitted]
[All Documents Must Bear the Name of the Applicant Organization]**

Attachment	[Quantity]	Check For Each Item Submitted
<u>Current tax-exempt certification [Section 501(c)(3)], that it has received from the IRS prior to submission of the application.</u> If the organization has requested tax- exempt status from the IRS, but the 501(c)(3) certification has not been received at the time of application submission, the organization will not be eligible for competition during this funding cycle.	1	<input type="checkbox"/>
<u>Incorporation approval and evidence of current good standing from the Georgia Secretary of State [Current status available online from http://www.sos.state.ga.us/corporations/corpsearch.htm</u>	1	<input type="checkbox"/>
<u>Current by-laws</u>	1	<input type="checkbox"/>
<u>Listing of current officers and current members of the Board of Directors, and their home addresses, not the applicant organization’s address.</u>	1	<input type="checkbox"/>
<u>Most recent audit or audited financial statement of the organization submitting the application to Gwinnett County.</u> The audit or audited financial statement must be prepared and signed by an independent auditor. The document must indicate to Gwinnett County that the organization has the fiscal capacity to carry out the project submitted for funding and a system of internal controls to protect the investment of HUD grant funds.	1	<input type="checkbox"/>
<u>Most recent IRS Form 990 or 990 EZ [Return of Organization Exempt from Income Tax]</u> Applicant must submit a copy of their organization’s most recent submission of Form 990 or 990 EZ, and all schedules and attachments, to the Internal Revenue Service. Form 990 or 990EZ are required under section 501(c) of the Internal Revenue Code.	1	<input type="checkbox"/>
<u>Current Business Plan.</u> The Business Plan is an indication to Gwinnett County how the organization carries out strategic planning, its evaluation of performance, and its capacity to successfully carry out its proposed HUD grant project(s).	1	<input type="checkbox"/>

REMINDER: THIS CHECKLIST MUST BE SUBMITTED WITH YOUR ORGANIZATION’S APPLICATION(S) TO GWINNETT COUNTY.

**TABLE 3
 HARDCOPY ATTACHMENTS - FOR-PROFIT ORGANIZATIONS
 [One Copy of Each Covers All Applications Submitted]
 [All Documents Must Bear the Name of the Applicant Organization]**

Attachment	[Quantity]	Check For Each Item Submitted
<u>Incorporation approval and evidence of current good standing from the Georgia Secretary of State [Current status available online from http://www.sos.state.ga.us/corporations/corpsearch.htm</u>	1	<input type="checkbox"/>
<u>Current organization by-laws</u>	1	<input type="checkbox"/>
<u>Listing of current officers, principals, and members of Board of Directors</u>	1	<input type="checkbox"/>
<u>Most recent audit or audited financial statement of the organization submitting the application to Gwinnett County.</u> The audit or audited financial statement must be prepared and signed by an independent auditor. The document must indicate to Gwinnett County that the organization has the fiscal capacity to carry out the project submitted for funding and a system of internal controls to protect the investment of HUD grant funds.	1	<input type="checkbox"/>
<u>Most Federal and State Tax Returns for the past three tax years</u> Applicant must submit a copy of their organization’s three most recent tax returns submitted to the IRS and to the Georgia Department of Revenue.	1	<input type="checkbox"/>
<u>Current Business Plan.</u> The Business Plan is an indication to Gwinnett County how the organization carries out strategic planning, its evaluation of performance, and its capacity to successfully carry out its proposed HUD grant project(s).	1	<input type="checkbox"/>
<u>Resumes of Development Team Members.</u> Submit resumes of development team members for each project submitted.	1	<input type="checkbox"/>
<u>Experience Summary for the Owner or the Developer requesting HOME Program funds.</u>	1	<input type="checkbox"/>

REMINDER: THIS CHECKLIST MUST BE SUBMITTED WITH YOUR ORGANIZATION’S APPLICATION(S) TO GWINNETT COUNTY.

GWINNETT COUNTY
HUD ENTITLEMENT GRANTS
APPLICATION FORMS

FY 2012

PART II

SUBMIT FOR HOME PROGRAM APPLICATIONS ONLY

**SUBMIT APPROPRIATE PAGES OF PART II
FOR EACH SEPARATE HOME PROGRAM ACTIVITY**

**SUBMIT ATTACHMENT 1 [NARRATIVE DESCRIPTIONS] FOR
EACH SEPARATE HOME PROGRAM
ACTIVITY SUBMITTED**

**SUBMIT ATTACHMENTS 2 & 4 - REQUIRED DOCUMENTS FOR
EACH SEPARATE TYPE OF PROJECT**

IF APPLICANT IS A NON-PROFIT ORGANIZATION
SUBMIT



[ALL DOCUMENTS MUST BE FOR THE APPLICANT ORGANIZATION]

- TAX EXEMPT CERTIFICATION FROM IRS - 501(c)(3)
- INCORPORATION APPROVAL & EVIDENCE OF CURRENT GOOD STANDING WITH GEORGIA SEC. OF STATE
 - CURRENT BY-LAWS
 - CURRENT OFFICERS WITH ADDRESSES
- CURRENT BOARD OF DIRECTORS WITH ADDRESSES
- MOST RECENT AUDIT OR AUDITED FINANCIAL STATEMENT
- MOST RECENT 990/990 EZ & SCHEDULES/ATTACHMENTS FILED W/IRS
 - BUSINESS PLAN

1ST TIME CHDO APPLICANTS
DOCUMENTED EVIDENCE OF CHDO DESIGNATION

Form: GCD003 Form: Date 01/08

GWINNETT COUNTY, GEORGIA
GRANT APPLICATION - HOME PROGRAM - FFY 2012
PART II - COMPLETE/SUBMIT FOR ALL HOME PROGRAM APPLICATIONS

HOME PROGRAM ACTIVITIES

**NOTE: ONLY CURRENTLY DESIGNATED CHDO'S MAY APPLY
 FOR CHDO SET-ASIDE FUNDS OR CHDO OPERATING FUNDS**

IF AN ORGANIZATION IS NOT A DESIGNATED CHDO BY FRIDAY, DECEMBER 16, 2011, APPLICATIONS FROM SUCH ORGANIZATIONS REQUESTING CHDO FUNDS WILL NOT BE PROCESSED BY GWINNETT COUNTY. CONTACT THE GWINNETT COUNTY COMMUNITY DEVELOPMENT PROGRAM FOR INFORMATION ON CHDO DESIGNATION CRITERIA.

A. ACQUISITION - HOME				
(1) Describe Proposed Activities ----->	Check if CHDO Set-Aside ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Descriptions [Complete Attachment 1] [Include Activity Descriptions, Site Addresses/Locations for Proposed Activities] [See Attachment 2 and attach the Required Attachments for all HOME Program Applications.		
(2) Budget - Acquisition	↓ ↓ ↓ ↓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ↓	<u>HOME Funds</u>	<u>Matching Funds*</u> [25% of HOME]	<u>Totals</u>
Homebuyer Downpayment Assistance*		\$	\$	\$
Real Property – For Construction -Single Family		\$	\$	\$
Real Property – For Construction - Multi-Family		\$	\$	\$
Existing Single-Family Housing for Rehab/Resale		\$	\$	\$
Existing Single-Family for Rental		\$	\$	\$
Existing Multi-Family Housing for Rehab/Resale		\$	\$	\$
Existing Multi-Family for Rental		\$	\$	\$
Totals		\$	\$	\$
		*Note: CHDO funds for Downpayment only if CHDO is owner/developer of the housing unit		
(3) Housing Units Proposed/Persons - Acquisition		Number of Housing Units	Number of Persons To Be Housed	
Homebuyer Downpayment Assistance				
Real Property - For Construction - Single Family				
Real Property - For Construction - Multi-Family				
Existing Single-Family Housing for Rehab/Resale				
Existing Single-Family for Rental				
Existing Multi-Family Housing for Rehab/Resale				
Existing Multi-Family for Rental				
Totals				

A. ACQUISITION - HOME - Page 2		
(4) Gwinnett County Consolidated Plan Goal(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] ----->		Goal(s) AH: Increase Access to Affordable Housing for Low and Moderate Income Persons
(5A) Gwinnett County Consolidated Plan Priority Objective(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] ----->		Priority Objective(s) <input type="checkbox"/> AH1 Principal Reduction [downpayment and closing cost assistance] for new and first-time homebuyers <input type="checkbox"/> AH2 Rehabilitation of existing housing for new and first-time homebuyers <input type="checkbox"/> AH3 Homebuyer/homeowner/renter education/counseling on housing issues and housing finance (including predatory lending practices) <input type="checkbox"/> AH4 New construction of affordable rental and homeowner housing <input type="checkbox"/> AH5 Reduction of acquisition and development costs for affordable single-unit and multi-unit housing <input type="checkbox"/> AH6 Encourage private and nonprofit developers by funding acquisition, development, rehabilitation, and redevelopment of affordable housing
(5B) HUD Performance Measures ----->		Select One Objective: Select One Outcome Create Suitable Living Environments [SL] <input type="checkbox"/> Availability/Accessibility [1] <input type="checkbox"/> Provide Decent Housing [DH] <input type="checkbox"/> Affordability [2] <input type="checkbox"/> Create Economic Opportunities [EO] <input type="checkbox"/> Sustainability [3] <input type="checkbox"/>
(6) Applicant Project Priorities – HOME Program		This Project is Priority # [_____] of [_____] HOME Projects
(7) Project Location		
A. Street Address ----->		
B. City ----->		
C. State ----->		
D. Zip Code ----->		
E. Other location, if no street address, or if Countywide----->		
F. Map Attached -Map should identify the proposed project. <u>Failure to Submit Map Will Make Project Ineligible for Competition.</u> Note: No Map Required for Countywide Downpayment Assistance Program		Check Here If Map Attached: <input type="checkbox"/> If Countywide Downpayment Assistance - Check <input type="checkbox"/> [No Map Required for this Proposed Activity.]
(8) Total Persons To Be Served by Proposed Project		Total Number: [_____]
(9) Number of Low and Moderate Income Persons To Be Served by Proposed Project		Number Low/Moderate Income: [_____]
(10) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 9 by Line 8]		Percentage Low/Moderate Income: [_____]%
(11) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Serv. Other Attachments		Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTES: REMEMBER TO INCLUDE ATTACHMENT 1 AND THE REQUIRED ITEMS FROM ATTACHMENT 2. DESIGNATED CHDO's THAT ARE SEEKING CHDO FUNDING FOR THE 1ST TIME FROM GWINNETT COUNTY MUST SUBMIT EVIDENCE OF CHDO DESIGNATION.

B. REHABILITATION - HOME - Page 2		
(7) Project Location		
A. Street Address ----->		
B. City ----->		
C. State ----->		
D. Zip Code ----->		
E. Other location, if no street address, or if Countywide		
F. Map Attached -Map should identify the proposed project. Failure to Submit Map Will Make Project Ineligible for Competition.		Check Here If Map Attached: <input type="checkbox"/>
(8) Total Persons To Be Served by Proposed Project		Total Number: [_____]
(9) Number of Low and Moderate Income Persons To Be Served by Proposed Project		Number Low/Moderate Income:[_____]
(10) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 9 by Line 8]		Percentage Low/Moderate Income: [_____]%
(11) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Services Other Attachments		Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTES:

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- **DESIGNATED CHDO'S THAT ARE SEEKING CHDO FUNDING FOR THE 1ST TIME FROM GWINNETT COUNTY MUST SUBMIT EVIDENCE OF CHDO DESIGNATION.**

C. NEW CONSTRUCTION - HOME - Page 2		
(4) Gwinnett County Consolidated Plan Goal(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] ----->		Goal(s) AH: Increase Access to Affordable Housing for Low and Moderate Income Persons
(5A) Gwinnett County Consolidated Plan Priority Objective(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] ----->		Priority Objective(s) <input type="checkbox"/> AH4 New construction of affordable rental and homeowner housing <input type="checkbox"/> AH5 Reduction of acquisition and development costs for affordable single-unit and multi-unit housing <input type="checkbox"/> AH6 Encourage private and nonprofit developers by funding acquisition, development, rehabilitation, and redevelopment of affordable housing
(5B) HUD Performance Measures ----->		Select One Objective: _____ Select One Outcome _____ Create Suitable Living Environments [SL] <input type="checkbox"/> Availability/Accessibility [1] <input type="checkbox"/> Provide Decent Housing [DH] <input type="checkbox"/> Affordability [2] <input type="checkbox"/> Create Economic Opportunities [EO] <input type="checkbox"/> Sustainability [3] <input type="checkbox"/>
(6) Applicant Project Priorities – HOME Program		This Project is Priority # [_____] of [_____] HOME Projects
(7) Project Location		
A. Street Address ----->		
B. City ----->		
C. State ----->		
D. Zip Code ----->		
E. Other location, if no street address, or if Countywide----->		
F. Map Attached -Map should identify the proposed project. <u>Failure to Submit Map Will Make Project Ineligible for Competition.</u>		Check Here If Map Attached: <input type="checkbox"/>
(8) Total Persons To Be Served by Proposed Project		Total Number:[_____]
(9) Number of Low and Moderate Income Persons To Be Served by Proposed Project [Divide Line 9 by Line 8]		Number Low/Moderate Income: [_____]
(10) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 9 by Line 8]		Percentage Low/Moderate Income: [_____]%
(11) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Services Other Attachments		Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTES:

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HOME PROGRAM ACTIVITIES

NOTE: ONLY CURRENTLY DESIGNATED CHDO'S MAY APPLY FOR CHDO SET-ASIDE FUNDS OR CHDO OPERATING FUNDS

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<p>D. SPECIAL NEEDS HOUSING - HOMELESS [Temporary or Permanent Housing for Homeless Persons – Not Emergency Shelter] [HOME]</p>																																
<p>(1) Describe Proposed Activities – Special Needs Housing - Homeless</p> <p>-----></p>	<p>Check if CHDO Set-Aside ↓ ↓</p>	<p>Descriptions [Complete Attachment 1] [Include Activity Descriptions, Site Addresses/Locations for Proposed Activities] [See Attachment 2 for a Listing of Required Attachments for all HOME Program Applications.</p>																														
<p>(2) Budgets – Special Needs Housing - Homeless</p> <p><u>Transitional Housing for Homeless</u> New Construction <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Totals – Transitional Housing for Homeless</p> <p><u>Permanent Housing for Homeless</u> New Construction <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Totals – Permanent Housing for Homeless</p>	<p>↓ ↓</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">HOME Funds</th> <th style="text-align: left;">Matching Funds [25% of HOME]</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">HOME Funds</th> <th style="text-align: left;">Matching Funds [25% of HOME]</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td>\$</td><td>\$</td><td>\$</td></tr> </tbody> </table>	HOME Funds	Matching Funds [25% of HOME]	Total	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	HOME Funds	Matching Funds [25% of HOME]	Total	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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<p>(4) Gwinnett County Consolidated Plan Goal(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual]</p> <p>-----></p>		<p>Goal(s)</p> <p><input type="checkbox"/> SNH: Increase Housing and Supportive Services for Individuals and Families with Special Needs</p> <p><input type="checkbox"/> HML: Increase Housing Options for Homeless and Near Homeless Individuals and Families</p>																														

D. SPECIAL NEEDS HOUSING - HOMELESS - Page 2		
(5A) Gwinnett County Consolidated Plan Priority Objective(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] ----->		Priority Objective(s) <input type="checkbox"/> SNH1 Support the efforts of public and private non-profits to create additional housing options for special needs individuals and families <input type="checkbox"/> SNH2 Support the efforts of public and private non-profits to acquire, construct, or rehabilitate housing for persons with disabilities, including persons with HIV/AIDS and persons who are diagnosed with substance abuse and/or severe physical or mental disabilities. <input type="checkbox"/> SNH3 Support the efforts of public and private non-profits to acquire construct, or rehabilitate transitional housing, supportive housing, permanent supportive housing, or permanent housing for special needs individuals and families. <input type="checkbox"/> SNH4 Support efforts to locate financial assistance to address the housing needs of special needs populations <input type="checkbox"/> HML4 Address the transitional housing needs of homeless persons, including families, adults, and youth <input type="checkbox"/> HML5 Help homeless persons make the transition to permanent housing and independent living
(5B) HUD Performance Measures ----->		Select One Objective: _____ Select One Outcome _____ Create Suitable Living Environments [SL] <input type="checkbox"/> Availability/Accessibility [1] <input type="checkbox"/> Provide Decent Housing [DH] <input type="checkbox"/> Affordability [2] <input type="checkbox"/> Create Economic Opportunities [EO] <input type="checkbox"/> Sustainability [3] <input type="checkbox"/>
(6) Applicant Project Priorities – HOME Program		This Project is Priority # [_____] of [_____] HOME Projects
(7) Project Location		
A. Street Address ----->		
B. City ----->		
C. State ----->		
D. Zip Code ----->		
E. Other location, if no street address, or if Countywide----->		
F. Map Attached -Map should identify the proposed project. Failure to Submit Map Will Make Project Ineligible for Competition.		Check Here If Map Attached: <input type="checkbox"/>
(8) Total Persons To Be Served by Proposed Project		Total Number: [_____]
(9) Number of Low and Moderate Income Persons To Be Served by Proposed Project		Number Low/Moderate Income: [_____]
(10) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 9 by Line 8]		Percentage Low/Moderate Income: [_____]
(11) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Services Other Attachments		Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>

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HOME PROGRAM ACTIVITIES

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<p>E. SPECIAL NEEDS HOUSING – PERSONS WITH DISABILITIES [Temporary or Permanent Housing for Persons With Disabilities] [HOME]</p>																										
<p>(1) Describe Proposed Activities – Special Needs Housing – Persons With Disabilities</p> <p>-----></p>	<p>Check if CHDO Set-Aside</p> <p>↓</p> <p>↓</p> <p>↓</p>	<p>Descriptions [Complete Attachment 1] [Include Activity Descriptions, Site Addresses/Locations for Proposed Activities] [See Attachment 2 for a Listing of Required Attachments for all HOME Program Applications.</p>																								
<p>(2) Budgets – Special Needs Housing – Persons With Disabilities</p> <p><u>Special Needs Housing – Persons w/Disabilities</u></p> <p>New Construction – Single Family</p> <p>New Construction – Multi-Family</p> <p>Acquisition – Single Family</p> <p>Acquisition – Multi-Family</p> <p>Rehabilitation – Single Family</p> <p>Rehabilitation – Multi-Family</p> <p>Total – Special Needs Housing -Persons w/Disabilities</p>	<p>↓</p> <p>↓</p> <p>↓</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<table border="1"> <thead> <tr> <th>HOME Funds</th> <th>Matching Funds [25% of HOME]</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table>	HOME Funds	Matching Funds [25% of HOME]	Total	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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<p>(3) Housing Units Proposed/Persons to Be Housed</p> <p><u>Special Needs Housing – Persons w/Disabilities</u></p> <p>New Construction – Single-Family</p> <p>New Construction – Multi-Family</p> <p>Acquisition – Single Family</p> <p>Acquisition – Multi-Family</p> <p>Rehabilitation – Single-Family</p> <p>Rehabilitation – Multi-Family</p> <p>Total – Special Needs Housing -Persons w/Disabilities</p>		<table border="1"> <thead> <tr> <th>Number of Housing Units</th> <th>Number of Persons To Be Housed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Number of Housing Units	Number of Persons To Be Housed																						
Number of Housing Units	Number of Persons To Be Housed																									
<p>(4) Gwinnett County Consolidated Plan Goal(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual]</p> <p>-----></p>		<p>Goal(s)</p> <p>SNH: Increase Housing and Supportive Services for Individuals and Families with Special Needs</p>																								

E. SPECIAL NEEDS HOUSING – PERSONS WITH DISABILITIES - HOME - Page 2		
(5A) Gwinnett County Consolidated Plan Priority Objective(s) Addressed by the Proposed Project. [See Pages 11-12 of this Manual] -----→		Priority Objective(s) <input type="checkbox"/> SNH1 Support the efforts of public and private non-profits to create additional housing options for special needs individuals and families <input type="checkbox"/> SNH2 Support the efforts of public and private non-profits to acquire, construct, or rehabilitate housing for persons with disabilities, including persons with HIV/AIDS and persons who are diagnosed with substance abuse and/or severe physical or mental disabilities. <input type="checkbox"/> SNH3 Support the efforts of public and private non-profits to acquire construct, or rehabilitate transitional housing, supportive housing, permanent supportive housing, or permanent housing for special needs individuals and families. <input type="checkbox"/> SNH4 Support efforts to locate financial assistance to address the housing needs of special needs populations
(5B) HUD Performance Measures -----→		Select One Objective: _____ Select One Outcome _____ Create Suitable Living Environments [SL] <input type="checkbox"/> Availability/Accessibility [1] <input type="checkbox"/> Provide Decent Housing [DH] <input type="checkbox"/> Affordability [2] <input type="checkbox"/> Create Economic Opportunities [EO] <input type="checkbox"/> Sustainability [3]
(6) Applicant Project Priorities – HOME Program		This Project is Priority # [_____] of [_____] HOME Projects
(7) Project Location		
A. Street Address -----→		
B. City -----→		
C. State -----→		
D. Zip Code -----→		
E. Other location, if no street address, or if Countywide-----→		
F. Map Attached - Failure to Submit Map Will Make Project Ineligible for Competition		Check Here If Map Attached: <input type="checkbox"/>
(8) Total Persons To Be Served by Proposed Project		Total Number: [_____]
(9) Number of Low and Moderate Income Persons To Be Served by Proposed Project		Number Low/Moderate Income: [_____]
(10) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 9 by Line 8]		Percentage Low/Moderate Income: [_____]%
(11) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Services Other Attachments		Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTES:

- **REMEMBER TO INCLUDE ATTACHMENT 1 AND THE REQUIRED ITEMS FROM ATTACHMENT 2.**
- **DESIGNATED CHDO's THAT ARE SEEKING CHDO FUNDING FOR THE 1ST TIME FROM GWINNETT COUNTY MUST SUBMIT EVIDENCE OF CHDO DESIGNATION.**

F. CHDO Operating Funds - Page 2	
(7) Total Persons To Be Served by Proposed Project	Total Number: [_____]
(8) Number of Low and Moderate Income Persons To Be Served by Proposed Project	Number Low/Moderate Income: [_____]
(9) Percentage of Low and Moderate Income Persons To Be Served by Proposed Project. Percentage must be 100% for the HOME Program. [Divide Line 8 by Line 7]	Percentage Low/Moderate Income: [_____]%
(10) Other Items Attached Program Brochures Annual/Other Reports Documentation of Similar Activities Awards for Performance Media Reports of Similar Activities Resumes of Staff to Perform Proposed Services Other Attachments	Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/> Check -Yes <input type="checkbox"/> No <input type="checkbox"/>
(11) Eligible CHDO Project for which CHDO Operating Funds are Requested	Project:

NOTES:

- **REMEMBER TO INCLUDE ATTACHMENT 1 AND THE REQUIRED ITEMS FROM ATTACHMENT 2.**
- **DESIGNATED CHDO's THAT ARE SEEKING CHDO FUNDING FOR THE 1ST TIME FROM GWINNETT COUNTY MUST SUBMIT EVIDENCE OF CHDO DESIGNATION.**

**ATTACHMENTS
FFY 2012**

ATTACHMENT 1
PROJECT DESCRIPTION NARRATIVE - FFY 2012
USE FOR ALL APPLICATIONS FOR THE HOME PROGRAM
USE A SEPARATE ATTACHMENT 1 FOR EACH SEPARATE TYPE OF HOME PROJECT
[I.E., ACQUISITION, REHABILITATION, NEW CONSTRUCTION, ETC.]

USE AS MANY COPIES OF THIS PAGE AS YOU NEED TO DESCRIBE YOUR PROPOSED PROJECTS

Page [_____] of [_____] Attachment 1 Pages Submitted

**ATTACHMENT 2 - FFY 2012
REQUIRED HOME PROGRAM ATTACHMENTS**

Attachments: Append the following Attachments to all HOME Program Project Applications.

Create the Following Attachments, Per the Instructions and submit with your HOME Program application(s):

- 2A A detailed description of the proposed project with enough information to permit the reviewers to have a clear understanding of the project prior to any site visits. Include property address and Gwinnett County Tax Parcel I.D. number.
- 2B Legal description of property and evidence of ownership [attach documentation]
- 2C A Pro-Forma for the proposed project showing expected expenses and revenues, and amortization.
- 2D Photos showing the project, including aerial view of the site and front/side/rear views of the site.
- 2E Plats, sketches, plans, etc. showing proposed project.
- 2F Flow Chart and timetable for the proposed project. Include anticipated dates for securing financing, bidding, beginning and completion dates.
- 2G General description of the project and its impact on the community. Include identification of the neighborhood by geographic boundaries, income range of families served, neighborhood resident reaction to the project.
- 2H Describe economic impact of project. Include project-related opportunities for training and employment for low-income persons; new economic activity (i.e. increase in small businesses in community) resulting from the project; and affirmation that contracts will be awarded to firms located in or owned in substantial part by persons residing in the metropolitan area (if not, give reasons).
- 2I Attach an environmental assessment of the project site. [Contact Bill Megaro or Tony Lowe, [Telephone: 770-822-5190] for assistance with environmental information prior to application submission.]
- 2J If application proposes a rental project, describe # of units provided, # of families to be served, anticipated rental costs to clients, scaled by household size [number of total persons in each household].
- 2K For acquisition projects, provide for each parcel:
- a. The property address and Gwinnett County Tax Parcel I.D. number
 - b. The purchase price [attach purchase option or sales contract documents]
 - c. Appraisal to establish fair market price [attach documentation]
 - d. Current ownership of the property.
 - e. Title search within 60 days of submission of application [attach documentation]
 - f. Detail about structures [if any] on the real property, including
 - (1) Types of structures [commercial, industrial, residential]
 - (2) Condition of the structures
 - (3) For residential structures, the number of building, numbers of residential units in the structures, and the number of bedroom in the respective buildings.
 - (4) Occupancy status of each residential unit. If occupied, the number of persons in each unit and the total household income of the occupants of each unit
 - (5) Would this proposed project temporarily or permanently displace occupants of the units? [Note: Gwinnett County policy is not to fund projects which will require relocation of occupants.]
 - (6) Detail on any vacant units the last date the vacant units were occupied.
 - g. Indicate what type of housing will be constructed or rehabilitated on the site, and complete item 2L and/or item 2M, as appropriate.
 - h. Sources and Uses Statement – **use form contained in Attachment 4.**

[Attachment 2 – Continued]

- 2L For construction of new housing, provide:
- a. The property address and Gwinnett County Tax Parcel I.D. number
 - b. Current zoning or any proposed change in zoning
 - c. Current ownership of the property.
 - d. Title search within 60 days of submission of application [attach documentation]
 - e. Any current or proposed zoning variances
 - f. Provide documents on the site proposed for HOME Program assistance, to include:
 - (1) Site conditions, topographic map, soil conditions data, flood plain or flood-prone areas information, wetland information, any environmental concerns or issues, any potential explosive hazards.
 - (2) Locations of major thoroughfares, railroads, airports
 - (3) Location of available water or sewer service for the proposed site
 - g. Any demolition of structures needed on the site?
 - h. Is the site located in an Historic District?
 - i. Is the site or any structures on the site currently listed on or eligible for listing on the National Register of Historic Places?
 - j. Provide site plan
 - k. Provide preliminary plans and specifications for structures to be included the proposed project
 - l. Development timetable to complete the project
 - m. Total cost of development including the cost to produce each unit in the project.
 - n. Sources and Uses Statement – **use form contained in Attachment 4.**
 - o. Planned sales price for homebuyer projects or projected rental structure for rental projects.
- 2M For rehabilitation projects, provide:
- a. The property address and Gwinnett County Tax Parcel I.D. number
 - b. Current zoning or any proposed change in zoning
 - c. Any current or proposed zoning variances
 - d. Current ownership of the property.
 - e. Title search within 60 days of submission of application [attach documentation]
 - f. Year of construction of the structure(s)
 - g. Documented evidence of inspection for lead based paint and/or asbestos hazards.
 - h. Documented evidence of removal of lead based paint and/or asbestos hazards and successful clearance testing
 - i. Provide documents on the site proposed for HOME Program assistance, to include:
 - (1) Site conditions, topographic map, soil conditions data, flood plain or flood-prone areas information, wetland information, any environmental or explosive hazards.
 - (2) Locations of major thoroughfares, railroads, airports
 - (3) Location of available water or sewer service for the proposed site
 - j. Any demolition of structures needed on the site
 - k. Is the site located in an Historic District?
 - l. Is the site or any structures on the site currently listed on or eligible for listing on the National Register of Historic Places?
 - m. Provide preliminary plans and specifications for structures to be included the proposed project
 - n. Development timetable to complete the project
 - o. Total cost of development including the cost to produce each unit in the project.
 - p. Sources and Uses Statement – **use form contained in Attachment 4.**
 - q. Planned sales price for homebuyer projects or projected rental structure for rental projects.

**ATTACHMENT 3 - FFY 2012
MAXIMUM INCOME LIMITS – HOME PROGRAM - 2010**

The U.S. Department of Housing and Urban Development released 2010 maximum income limits for the HOME Program which became **effective June 26, 2010.**

The following table contains the HOME Program income limits, listed by household size and by percent of median household income. Please remember that total household income includes income from all members of the household. These maximum household income limits must be used beginning June 26, 2011, and should be used until new limits are released by HUD.

Area: Atlanta Metropolitan Area [Includes Gwinnett County]
Effective Date: June 26, 2010

<u>HOME Program Maximum Family/Household Income Limits – Gwinnett County, Georgia</u>				
[Income is Counted From All Persons Living In the Household]				
Source: HUD Website				
http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/2010/ga.pdf - Effective 6/26/2010				
Family/Household Size [Total Number of Persons in Household]	<u>[0-30% Median Family/Household Income]</u>	<u>[31-50% Median Family/Household Income]</u>	<u>[60% Median Family/Household Income]</u>	<u>80% Median Family/Household Income]</u>
1	\$15,100	\$25,150	\$30,180	\$40,250
2	\$17,250	\$28,750	\$34,500	\$46,000
3	\$19,400	\$32,350	\$38,820	\$51,750
4	\$21,550	\$35,900	\$43,080	\$57,450
5	\$23,300	\$38,800	\$46,560	\$62,050
6	\$25,000	\$41,650	\$49,980	\$66,650
7	\$26,750	\$44,550	\$53,460	\$71,250
8	\$28,450	\$47,400	\$56,880	\$75,850

**ATTACHMENT 4 - FFY 2012
GWINNETT COUNTY HOME PROGRAM PROJECT APPLICATION
SOURCES AND USES STATEMENT**

Note: This Attachment Must be Submitted with Each HOME Program Project Application Submitted

Applicant Organization:

Project Name:

Project Sources of Project Funds

Sources	Loan or Grant	Amount
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
Total		

Proposed Uses of Project Funds

Uses	Loan or Grant	Amount
Purchase Land	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Purchase Buildings	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Building Demolition	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Site Work	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Off-Site Improvements	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
New Construction	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Rehabilitation	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Lead-Based Paint Removal	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Asbestos Removal	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Architectural Fees - Design	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Architectural/Project Management Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Real Estate Legal Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Title and Recording Fees		
Engineering Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Insurance	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Interest	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Loan Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Period Real Estate Taxes	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Permanent Loan Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Property Appraisal Costs	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Market Studies	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Environmental Reports	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Overhead	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Total		

Signature

Date

Typed Name

Title

**ATTACHMENT 4 - FFY 2011
GWINNETT COUNTY HOME PROGRAM PROJECT APPLICATION
SOURCES AND USES STATEMENT**

Note: This Attachment Must be Submitted with Each HOME Program Project Application Submitted

Applicant Organization:

Project Name:

Project Sources of Project Funds

Sources	Loan or Grant	Amount
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
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	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
Total	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	

Proposed Uses of Project Funds

Uses	Loan or Grant	Amount
Purchase Land	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Purchase Buildings	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Building Demolition	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Site Work	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Off-Site Improvements	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
New Construction	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Rehabilitation	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Lead-Based Paint Removal	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Asbestos Removal	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Architectural Fees - Design	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
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Construction Insurance	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Interest	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Loan Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Period Real Estate Taxes	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Permanent Loan Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Property Appraisal Costs	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Market Studies	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Environmental Reports	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Overhead	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Total		

Signature _____ Date _____

Typed Name _____ Title _____

**ATTACHMENT 4 - FFY 2011
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	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/>	
Total		

Proposed Uses of Project Funds

Uses	Loan or Grant	Amount
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Building Demolition	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Site Work	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
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New Construction	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
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Title and Recording Fees		
Engineering Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Insurance	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Interest	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Loan Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Construction Period Real Estate Taxes	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
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Market Studies	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Environmental Reports	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Overhead	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Developer's Fees	Loan <input type="checkbox"/> Grant <input type="checkbox"/> Both <input type="checkbox"/> N/A <input type="checkbox"/>	
Total		

Signature _____

Date _____

Typed Name _____

Title _____