

SUSSEX COUNTY HOUSING TRUST FUND

AFFORDABLE HOUSING DEVELOPMENT GRANT PROGRAM APPLICATION

FIRST FUNDING ROUND – SPRING 2022

Application Open – Friday, April 1, 2022

Application Due - Friday, April 29, 2022

Tentative Award Date – Wednesday, May 25, 2022

All funds awarded must be expended by December 31, 2024

Submit application, Terms & Conditions agreement, and attachments at <https://sussexcountyde.gov/Housing-Trust-Fund-Application>.

Please review all program guidelines found on Sussex County's Housing Trust Fund [website](#) before submitting application. Incomplete applications will not be accepted, and all applications must be signed.

REPORTING

To track all expenditures of ARPA funds and to fulfill the County's own reporting requirements per Treasury guidelines, the County requires full reporting of any activities performed with fiscal recovery funds for any successful applicant (Subrecipient). The reports must be presented to the County quarterly. Reports will be due to the County by the following month. The reporting schedule will be specifically outlined in the Grant Agreement. Subrecipients are also required to register and maintain an updated profile on SAM.gov. General reporting information is available in the [SLFRF Compliance and Reporting Guidance Update](#). Further reporting information will be provided should your application result in a subaward.

1. APPLICANT IDENTIFICATION

Type: Non-profit organization Profit-motivated entity

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Federal I.D. or SSN: _____ SAM.gov Unique Entity ID: _____

Contact Person & Title for Notifications: _____

I, the _____ (title) of _____

(organization), am authorized to sign for the applicant and certify that the information contained in this application is correct and accurate.

Signature: _____ Date: _____

NOTE: Attach organizational documents of applicant (i.e., Articles of Incorporation, By-Laws, Partnership Agreement, non-profit determination letter), Board Resolution authorizing application, and audited financial statements). **Attach as Attachment A.**

2. APPLICANT EXPERIENCE AND CAPACITY

- Describe previous experience in the successful development and management/sales of affordable housing units (rental or homeownership) to families of low- or very-low income (80% AMI or less).

- If no affordable housing experience, please provide a brief summary demonstrating related experience developing and selling/renting market rate housing. How would that experience translate to the proposed project?

- Describe the management structure and staffing of your organization.

- Describe the organization’s experience with administering federal grants, including reporting and compliance. Include recent awards and sources.

3. FUNDING REQUEST

Funding requests may not exceed \$50,000 per unit OR \$500,000 per project. All funding from the SCHTF must go towards housing for households at or below 65% of Area Median Income for Sussex County.

Sussex County Housing Trust Fund (SCHTF) amount requested: \$ _____
(not to exceed \$500,000)

Total Project cost: \$ _____

Tenure Type: Homeownership Rental Permanent Supportive Housing

Housing Type: Multi-Family Single-Family

Activity Type: Predevelopment Creation of new affordable housing units
 Preservation of existing affordable housing

Population to be served:

- Farm Laborers
- Individuals with Physical or Cognitive Disabilities
- Veterans
- Chronically Homeless Individuals
- Individuals with Substance Use or Mental Health Disorders
- Adults
- Youth Aging out of Foster Care
- Families with Children
- Seniors
- Victims of Domestic Violence
- N/A

- Brief description of the project and population to be served/marketed to.

- What is the need for this specific project? Discuss housing and economic conditions that justify this particular project.

- Why and how would this project address the need.

4. PROJECT IDENTIFICATION

Project name: _____

Project/Site address: _____

City: _____ State: _____ Zip: _____

List all associated parcel number(s): _____

Future Land-Use Designation of project site (per 2018 Sussex County Comprehensive Plan): Coastal Area
 Commercial Developing Area Existing Development Area Industrial Low-Density
 Municipality Town Center

Delaware State Housing Authority (DSHA) Qualified Action Plan (QAP) Target Area Designation: Distressed
 Stable Areas of Opportunity None

NOTE: Only projects located in Sussex County are eligible. Please attach a location map and site description.
Attach as Attachment B.

5. HOUSING UNITS

The project consists of _____ total housing units, of which _____ will be funded through SCHTF.

Of the SCHTF funded units, _____ will be affordable to households with incomes at or below 65% AMI.

_____ will be affordable to households with incomes at or below 50% AMI.

*Only the units for households at or below 65% AMI can be funded by SCHTF

Of the balance of units, _____ will be affordable to households with incomes between 66%-80% AMI

_____ will be affordable to households with incomes between 80%-120% AMI

_____ will be offered at market-rate

5A. RENTAL

For rental projects ONLY, list proposed monthly rents per unit by bedroom size

	SCHTF units	Market-rate units	Other
Efficiency			
1 BR			
2 BR			
3+ BR			

For rental projects ONLY, identify number of proposed units in project by bedroom size

	SCHTF units	Market-rate units	Other
Efficiency			
1 BR			
2 BR			
3+ BR			
TOTAL			

Number of years SCHTF rental* units will be committed to affordable housing: _____

*Rental units require a minimum 30-year deed restriction

5B. HOMEOWNERSHIP

For homeownership projects ONLY, list proposed sale price of homes for each housing type available

Type	SCHTF units	Market-rate units	Other
Condo			
Duplex			
Townhome			
Single Family Detached			
Single Family Attached			

For homeownership projects ONLY, identify number of units proposed by housing type

Type	SCHTF units	Market-rate units	Other
Condo			
Duplex			
Townhome			
Single Family Detached			
Single Family Attached			
TOTAL			

Number of years SCHTF homeownership** units will be committed to affordable housing: _____

**Homeownership units require a minimum 20-year deed restriction

5C. PERMANENT SUPPORTIVE HOUSING

Sussex County observes the U.S. Department of Housing and Urban Development’s (HUD) definition of Permanent Supportive Housing (PSH): “PSH is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.” (Reference §578.37(a)(1)(i))

For Permanent Supportive Housing projects ONLY, identify number of units proposed by housing type

Type	SCHTF units	Non-SCHTF Units
Efficiency Apartment		
1 BR Apartment		
2 BR Apartment		
3 BR Apartment		
Condo		
Duplex		
Townhome		
Single Family Detached		
Single Family Attached		
TOTAL		

- Describe the PSH project structure, operations, and referral system.

- Describe the target population to be served with this project.

8. USE OF FUNDS

FOR SECTION 8, APPLICANTS ONLY NEED TO COMPLETE THE SUB-SECTION OR SECTIONS FOR WHICH FUNDING IS BEING REQUESTED

8A. PREDEVELOPMENT REQUEST

List Dollar amount requested for each category below

Architect Fee	\$
Design	\$
Supervision	\$
Legal Fees	\$
Packaging/Processing	\$
Marketing	\$
Surveys & Soil Borings	\$
Appraisal	\$
Environmental Study	\$
Market Study	\$
Other (list)	\$
	\$
Totals	\$

8B. CAPITAL REQUESTS (ACQUISITION, NEW CONSTRUCTION OR REHABILITATION)

List dollar amount requested for each category below.

Residential structures	\$
Non-Residential structures	\$
On Site Improvements	\$
Off Site Improvements	\$
General Requirements	\$
Contractor Fees	\$
*Developer's Fee	\$
Architect Fee	\$
Design	\$
Supervision	\$
Engineering Fees	\$
Legal Fees	\$
Packaging/Processing	\$
Marketing	\$
Surveys and Soil Borings	\$
Appraisal	\$
Environmental Study	\$
Market Study	\$
Totals	

General Requirements	\$	%	% of Subtotal
Builder' General Overhead	\$	%	% of Subtotal
Builder's Profit	\$	%	% of Subtotal
Project Cost Per Unit	\$		

*The amount and use of developer's fee will be relevant to the evaluation of the application

9. PROJECT READINESS AND SITE INFORMATION

Identify form of site control. _____

If no site control, please explain. _____

What is the land-use classification/zoning for the site? Is the site properly zoned for your project? Attach evidence that the site is properly zoned for the proposed use or if a change of zone, conditional use, or variance is required. Provide evidence that a request has been filed and a hearing date has been scheduled.

Will Applicant own property directly? Yes No

If property is to be owned by related entity, please provide name of entity and specify relationship (i.e., subsidiary corporation or partnership of which applicant is general partner)

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them?

Yes No If yes, what are they? _____

Have you obtained the following items?	Indicate Yes or No	If no, when?
Blueprints*		
Zoning Changes		
Building Permits		
Utility Hookups		
Environmental Report		
Commitments from Service Providers		

*Also attach copies of unit floor plans

Is the construction company bonded? Yes No

Will the project require any displacement of current occupants? Yes No

If yes, will you compensate or relocate those who are displaced? Yes No

Describe your proposed plan for relocation assistance

NOTE: Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. **Attach as Attachment F.**

10. WORK SCHEDULE

Indicate estimated or actual dates. Include month and year.

Activity	Anticipated Completion Date	Notes
Financial Commitment for Funding Sources		
Initial Closing Date		
Location Survey Complete		
Preliminary Site Plan Complete		
Design, Development and Pricing		
Site Plan Approval		
Construction and Bid Documents		
Engineering Plan Approval		
Final Pricing		
Building Permits		
Construction Contract		
Start Construction		
Substantial Completion		
Final Completion		

Note: All funding must be expended by December 21, 2024.

11. FAIR HOUSING & COMMUNITY SUPPORT

- Discuss the organization’s plan to affirmatively market the project to diverse populations. This should include how the project will be marketed and through what means it will be marketed (i.e., DelawareHousingSearch.org, Newspapers, Radio, social media, etc.)

- Discuss any partnerships with community organizations, service providers, or advocates in place to ensure the project's success.

- Explain how long and in what capacity the organization has served Sussex County, and specifically the community in which the project will be located. Discuss any support (or criticism) received by community groups and/or neighboring residents.

Does the organization plan to hold any community meetings regarding the project? Yes No

NOTE: Please attach letters of support, partnership agreements, or MOUs in place for the project. **Attach as Attachment G.**

ATTACHMENT LISTING

APPLICATION

TERMS & CONDITIONS

ATTACHMENT A

- ORGANIZATIONAL DOCUMENTS
- BOARD RESOLUTION
- AUDITED FINANCIAL STATEMENTS
- OTHER _____

ATTACHMENT B

- SITE LOCATION MAP & DESCRIPTION

ATTACHMENT C

- PRELIMINARY SITE PLAN

ATTACHMENT D

- TOTAL DEVELOPMENT BUDGET, INCLUDING SOURCES & USES
- APPRAISAL
- MARKET STUDY
- OTHER _____

ATTACHMENT E

- NON-SCHTF FUNDING SOURCE DOCUMENTATION, INCLUDING INTEREST RATES, REPAYMENT PERIODS AND OTHER GOVERNING TERMS

ATTACHMENT F

- UNIT FLOOR PLANS
- EVIDENCE OF ZONING
- DEEDS
- PERMITS
- LEASES
- OPTIONS
- SALES AGREEMENTS
- OTHER _____

ATTACHMENT G

- LETTERS OF SUPPORT
- PARTNERSHIP AGREEMENTS
- MOUS
- OTHER _____