

*Luzerne County Office  
of Community Development*



# HOUSING PROGRAMS APPLICATION

---



## **LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT**

### **HOUSING PROGRAMS APPLICATION INSTRUCTIONS**

Applications must be typed. Handwritten applications will be returned. All sections should be completed in their entirety, inserting "N/A" in any section that is not applicable to your project.

Applications will be accepted by the Luzerne County Office of Community Development on a continuing basis. There is a minimum of 30 days for administrative review by the Office of Community Development. If your application is incomplete or does not meet program guidelines, you will be contacted by the Office of Community Development. Application determined to preliminarily meet program requirements will be placed on the agenda for consideration by the County Manager. The OCD may also hold a public meeting prior to County Manager action. Contingent upon approval by the County Manager, a preliminary approval letter will be issued to the applicant, which must be executed and returned to the County, following which an agreement will be prepared and a closing will be scheduled. County funds will not be released until a closing has been held.

Applications must contain the following information in order to be considered complete:

- ☛ Original application, completed in entirety with original signature in **blue ink**
- ☛ Evidence of commitments from other funding sources, if applicable
- ☛ Evidence of Non-profit Status, if applicable
- ☛ Deed or Sales Agreement for property to be assisted

All applications should be submitted to:

Luzerne County Office of Community Development  
54 West Union Street  
Wilkes-Barre, PA 18711

## **CDBG General Policies - §570.200**

The primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment, principally for persons of low and moderate income. Funds must be used to carry out activities that will meet one of the three National Objectives. At least 70 percent of the total CDBG funds expended must be used for activities that benefit low- and moderate-income persons.

## **CDBG Eligible Activities – §570.201, 570.202 & 570.205**

This is a summary of certain activities that are eligible for assistance under the CDBG program. For a more complete description, the governing regulation in the Code of Federal Regulations, Title 24, Part 570 – Community Development Block Grant should be consulted at [www.hud.gov/offices/cpd/lawsregs/index.cfm](http://www.hud.gov/offices/cpd/lawsregs/index.cfm).

- A. Acquisition of real property
- B. Acquisition, construction, rehabilitation of affordable housing.
- C. Clearance Activities
- D. Relocation payments and assistance to displaced persons including individuals, families, businesses, nonprofit organizations, and farms.

## **National Objectives - §570.208**

The proposed project/program must comply with applicable regulations and give maximum priority to activities that met one or more of the following national objectives.

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or
- Meet community development needs having a particular urgency.

## **HOME Program Objectives**

The primary objective of the HOME Investment Partnerships Program is the provision of decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participants. All HOME funds must be used to benefit low and moderate income persons.

## **HOME Eligible Activities §92.205**

This is a summary of certain activities that are eligible for assistance under the HOME Program. For a more complete description, the governing regulation in the Code of Federal Regulations, Title 24, Part 92 – HOME Investment Partnerships Program should be consulted at [www.hud.gov/offices/cpd/lawsregs/index.cfm](http://www.hud.gov/offices/cpd/lawsregs/index.cfm).

- A. Acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities.

- B. Real property acquisition, site improvements, conversion, demolition and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses or organizations  
Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable housing

**Performance Measurement Standards**

**The proposed project/program must be able to be measured according to the following objectives and outcomes.**

Outcomes → Objectives ↓	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/new accessibility	Enhance suitable living environment through improved/new affordability	Enhance suitable living environment through improved/new sustainability
Decent Housing	Create decent housing with improved/new availability	Create decent housing with improved/new affordability	Create decent housing with improved/new sustainability
Economic Opportunity	Provide economic opportunity through improved/new accessibility	Provide economic opportunity through improved/new affordability	Provide economic opportunity through improved/new sustainability

**Objectives:**

**Create Suitable Living Environments**

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. It relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

**Provide Decent Housing**

This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

**Create Economic Opportunities**

This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

**Outcomes:**

**Availability/Accessibility**

Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.

**Affordability**

Affordability applies to activities that provide affordability in a variety of ways to low- moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

**Sustainability**

Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

**LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT**

**HOUSING PROGRAMS APPLICATION**

**PART I – GENERAL INFORMATION**

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Type:**  Non Profit  For Profit  Government  CHDO  Other, describe \_\_\_\_\_

**Organization CEO:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **DUNS Number:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Project Address:** \_\_\_\_\_

(If different from above)

\_\_\_\_\_

\_\_\_\_\_

**Project Ownership:**  Individual  Sole Proprietorship  General Partnership  Limited Partnership  
 Corporation

**Type of Activity:**

- Rental Housing, attachments B & C must be completed
- Homeownership, attachment A must be completed

**A. ORGANIZATION OVERVIEW** (if applicable)

1. Provide a brief narrative as an attachment to this Application which gives an overview of your organization with regard to the following:
  - Description of the history and purpose of the organization, including scope of services
  - Year of incorporation
  - Years active
  - Years of direct experience
  - Organizational and project personnel
  - Federal grant management experience
  - Financial capacity
2. Provide an organizational chart as an attachment to this Application.
3. Provide your Non-Profit determination letter.

**B. DEVELOPER QUALIFICATIONS**

1. Describe your qualifications, including experience and financial capacity as a developer of affordable housing.

2. Provide examples of previous projects that you have developed.

## **PART II – PROPOSED PROJECT**

### **A. PROJECT DESCRIPTION**

1. Provide a detailed description of the proposed project. Identify major components of proposed work and state estimated quantities and costs.
2. Describe the need or problem within the community and the significance of this project to the beneficiaries and the community.
3. How did you determine this need existed? (Attach information used to determine need, eg. Assessment of the current market needs).
4. Describe the impact this project is expected to have on the community.



5. Will the proposed activity:
- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Help prevent homelessness?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Help the homeless?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Help those with HIV or AIDS?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Primarily help persons with disabilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

6. Describe your plan for marketing these units.

7. If rehabilitating existing facilities, will the activity change the size or capacity of the facilities by more than 20%?  
 Yes  No

8. Has a marketing study been completed to determine the needs of the community with regards to your project?  
 No  Yes, attach copy

**B. PROJECT LOCATION**

1. Identify the project site by providing the physical address and/or legal description and identify the location on a municipal map.

---



---



---

2. Is the project site located in the 100 yr. floodplain?  No  Yes (attach evidence of flood insurance.)

3. Is the project site  Owned  Leased  
 If owned attach a copy of Deed; if leased, attach a copy of the Lease Agreement.

4. Indicate the present zoning and land use of the project site.

5. Will the project result in a change in use of the property?  No  Yes, please explain

6. Will any individuals or businesses be displaced as a result of this project?  No  Yes, please explain

**PART III – PROGRAM FINANCING**

1. Type of Funding Requested:  CDBG: \$ \_\_\_\_\_  HOME: \$ \_\_\_\_\_

Total County Funds Requested \$ \_\_\_\_\_

Other Sources \$ \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

2. For this project, have you applied (or will you apply) for funding from other sources?  
 No  Yes, to whom?

Name of Funding Source	Amount	Approved/ Date	Pending/ Projected Award Date	Denied/* Date
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

\* List reason for denial of any funding.

\_\_\_\_\_

\_\_\_\_\_

For each approved funding source identified, include a letter of commitment or letters of intent for construction and permanent financing, grants and equity sources from the funding source as an attachment to this application.

- 3. Anticipated starting date of your project? \_\_\_\_\_
- 4. Anticipated completion date of your project? \_\_\_\_\_
- 5. Provide detailed cost estimates and identify the date the estimate was prepared, the person who prepared it, her/her address and telephone number.

6. Include with the application the following:
  - a. Typical Unit Plan
  - b. Building Elevation
  - c. Site Plan
  - d. Detailed Scope of work
  - e. Photos of bldg, if existing structure
  - f. Clear map identifying exact location of project site.
  - g. Construction Budget

#### **PART I V – PERFORMANCE MEASUREMENT STANDARDS**

A. Describe your goals and objectives for this project:

B. Describe what outcomes will be achieved. Outcomes are changes you expect to in occur in project beneficiary's lives and/or the community as a result of the proposed activity.

## ASSURANCES

The Applicant hereby assures and certifies that:

1. The undersigned has been duly authorized by the officers of the applicant and hereby certify that the filing of this application was authorized by its Board of Directors (if applicable); that the statements made in the foregoing application and in all exhibits and documents submitted in connection herewith are true and correct to the best information and belief of the undersigned, and are submitted as a basis of the loan.
2. It will comply with Fair Housing and Equal Opportunity:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto (24 CFR, Part I), which provides that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives funding under the Housing Programs;
  - b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended, administering all programs and activities relating to Housing and Community Development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage services;
  - c. The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (25 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in federally-assisted and conducted programs and activities.
  - d. Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance;
  - e. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued at 24 CFR part 570.601, which states that no person in the United States shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
  - f. Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance;
  - g. Executive Order 11246, and the regulations issued pursuant thereto 41 CFR Chapter 60-1), which states that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federally assisted and shall take affirmative action to ensure equal employment opportunity;
  - h. Executive Order 13166, which eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participations by beneficiaries I all federally-assisted and federally conducted programs and activities.
  - i. If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning
  - j. Section 3 of the Housing and Urban Development Act of 1968, as amended, if applicable and the implementing regulations at 24 CFR Part 135, which require that to the greatest extent feasible, opportunities for training and employment to be given to lower-income residents of the project, and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project, except that homeless individuals have priority over other Section 3 residents in accordance with 24 CFR Part 576.405(c).
  - k. Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.
3. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible, opportunities for training and employment to be given to lower-income residents of the project area, and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.
4. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations issued by the U.S. Department of Transportation at 49 CFR Part 24.
5. It will give the County, HUD, HUD Office of Inspector General and the Comptroller General of the United States, or any of their authorized representatives, the right of access to all books, documents, papers, or other records that are pertinent to the HOME funded project, in order to make audits, examinations, excerpts and transcripts through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the project.

6. It will insure that the facilities funded under the Housing Programs, which shall be utilized in the accomplishments of the program, are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, and that it will notify the Department of Housing and Urban Development of the receipt of any communication from the Director of the EPA Office of Federal Activities, indicating that a facility to be used in the project is under consideration for listing by the EPA.
7. It will comply with all applicable laws, ordinances and codes of the Commonwealth of Pennsylvania and local governments and shall commit no trespass on any public or private property in performing any of the work embraced by this Application.
8. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 84 Stat. 975) approved December 31, 1973. Section 102(a) requires, on or after March 2, 1974, the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for the construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
9. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards; and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.
10. It will comply with HUD Lead Based Paint regulations, 24 CFR, Part 35, as it applies to the rehabilitation or construction of residential structures.
11. It will comply with the Pennsylvania Steel Products Procurement Act (No. 1978-3), in that any steel used or supplied in the performance of the application shall be produced in the United States. This provision shall not apply, in any case, where the County, in writing, determines that the type of steel products necessary to the performance of the application are not produced in the United States in sufficient quantities to meet the requirements of the application.
12. It will comply with all mandatory standards and policies relating to energy efficiency, which are contained in the State Emergency Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
13. It will comply with requirements pertaining to the retention of records, in that all financial records, supporting documents, statistical records, the environmental review records required by 24 CFR 58.11, and all other records pertinent to the application, be retained for a period of five (5) years from the date of the project completion.
14. It will comply with the requirements of OMB Circular A-122 and regulations codified at 24 CFR Part 230 "Cost Principles for Non-Profit Organizations;" OMB Circular A-133 "Audits of States, Local Government, and Nonprofit Organizations;" OMB Circular A-110 and the regulation codified at 24 CFR Part 215 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations" implemented at 24 CFR Part 84, as they relate to this project.
15. It will comply with the regulations, policies, guidelines, and requirements of OMB Circulars A-87, A-102, A-110, A-122 and A-133, as they relate to this project.
16. It will comply with the County's requirements, in order that the applicable labor standard requirements shall be in force, as set forth in 24 CFR 570.605, 92.354 and HUD regulations issued to implement such requirements.
17. It will comply with the County, in order that all requirements imposed by HUD, concerning special requirements of law, program requirements and other administrative requirements, approved in accordance with OMB Circular A-110, revised, will be adhered to.
18. The applicant certifies that it has not been cited by any governmental agency for causing pollution in the Commonwealth, and the project has been designed so as not to cause pollution in violation of existing standards.
19. No employee, agent, consultant, officer, or elected or appointed official of the applicant who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.
20. The assistance provided for under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance, or approval of applications for additional assistance, or any other approval or concurrence required under this Agreement; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.
21. **For HOME funded projects** - No persons who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient or sub-recipient who exercise any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME assisted activity or have an interest in any contract, subcontract or agreement with respect

thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. **For CDBG funded projects** - No member, officer, or employee of the Public Body, or its designees or agents; no member of the governing body of the locality in which the program is submitted; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

- 22. The applicant certifies that it has not knowingly and willfully made or used a document or writing containing any false, fictitious, or fraudulent statement or entry, subject to fine or imprisonment, or both.
- 23. The applicant recognizes that none of the following actions by the County constitutes a commitment by the County to provide Housing Programs Funds:
  - 1. Acceptance by the Luzerne County Office of Community Development of this application;
  - 2. Application approval by the County Manager;
  - 3. Completion of the Office of Community Development's processing requirements.

By: \_\_\_\_\_, (CEO, Chairperson or President)  
(Signature)

\_\_\_\_\_  
(Typed Name and Title) (Date)

Attest: \_\_\_\_\_  
(Secretary)

**ATTACHMENT A**

FOR HOMEOWNERSHIP PROJECTS ONLY

Project will consist of single family homes townhomes condominiums

Number of units upon project completion: \_\_\_\_\_

How many units will be available to low/mod income homebuyers (see attached income guidelines)? \_\_\_\_\_

Upon completion, will any of the units be 504 accessible? No Yes  
If yes, how many? \_\_\_\_\_

If project consists of rehab of existing units, do you currently own the units? No Yes  
If yes, provide copy of the deed(s). If no, provide copy of the signed sales agreement(s)

\_\_\_\_\_

If rehab, what is the current appraised value of the property? \_\_\_\_\_  
What is the estimated after rehab appraised value of the property? \_\_\_\_\_

For new construction, what is the estimated value upon completion? \_\_\_\_\_

What is the estimated per unit cost to develop homes? \_\_\_\_\_

What will be the sales price of the home upon completion? \_\_\_\_\_

Do you have financing mechanisms in place to assist potential homebuyers in obtaining a mortgage? No Yes  
If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a link to existing homebuyer programs? No Yes  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HUD INCOME LIMITS

Effective June 1, 2018

# of Family Members	Maximum Income Amount (80%)
1	\$37,150
2	\$42,450
3	\$47,750
4	\$53,050
5	\$57,300
6	\$61,550
7	\$65,800
8	\$70,050

Please Note: For Rental Projects initial occupants must have incomes at or below 60% of the area median income



**ATTACHMENT B**

RENTAL PROJECTS ONLY

Do you currently own the property? No Yes

If yes, provide copy of the deed. If no, provide a copy of the signed sales agreement.

If property is currently owned by you, have you displaced any tenants from this property during the past 12 months for reasons other than violation of lease or local law? No Yes

If yes, provide explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Property:     Multi-Family         Single Room Occupancy     Single Family  
                           Transitional Housing         Supportive Housing  
                           Other, describe: \_\_\_\_\_

Occupancy Type (Check all that apply):

General     Elderly     Mentally/Physically Disabled     Mixed Income  
 Homeless     Other, describe: \_\_\_\_\_

What is the Current appraised value of the property? \$ \_\_\_\_\_

What is the estimated after rehab value of the property? \$ \_\_\_\_\_

For new construction, what is the estimated value of the property upon completion? \$ \_\_\_\_\_

Number of residential units currently in project: \_\_\_\_\_

How many units currently occupied? \_\_\_\_\_

Will the number of units remain the same? Yes No

If no, how many units in project upon completion: \_\_\_\_\_

Upon completion will any of the units be 504 accessible? No Yes

If yes, how many? \_\_\_\_\_

Are any of the units occupied by the property owner/manager or members of his/her immediate family? No Yes

If yes, Apartment No. \_\_\_\_\_

Does each unit have its own individual heating system? No Yes

What is the estimated development cost per unit? \_\_\_\_\_

**ATTACHMENT C**

COMPLETE FOR RENTAL HOUSING PROJECTS

COMPLETE THE FOLLOWING FOR EACH APARTMENT UNIT IN THE BUILDING

Apartment Number				
Monthly Rent				
Number of bedrooms in unit				
Type of heat				
Type of cooking fuel				
Water heated by				
Heating oil to be paid by (owner/tenant/not applicable)				
Electric bill to be paid by (owner/tenant)				
Natural gas bill to be paid by (owner/tenant/not applicable)				
Propane gas bill paid by (owner/tenant/not applicable)				
Water bill paid by (owner/tenant)				
Sewage bill paid by (owner/tenant)				
Trash bill paid by (owner/tenant)				
Refrigerator provided (yes/no)				
Cooking stove provided (yes/no)				

Electric service provided by: \_\_\_\_\_ PP&L \_\_\_\_\_ UGI

**SOURCES AND USE OF FUNDS (HOUSING)**

ITEMIZED COST	ACTUAL COST	SOURCE A	SOURCE B	SOURCE C	SOURCE D	SOURCE E	SOURCE F	SOURCE G
<b>Acquisition Costs</b>								
Land								
Existing Structures								
<b>CONSTRUCTION/REHABILITATION</b>								
Site Work								
New Construction								
Building Rehabilitation								
Other								
<b>FEES</b>								
Architect - Design								
Architect - Supervision								
Consultant								
Engineer								
Appraisal								
Building Permits								
Soil Borings/Environmental								
Legal								
Title/Recording								
Credit Report								
Financing Fees								
Other _____								
<b>Project Reserves</b>								
Rent-up Reserve								
Operating Reserve								
<b>Tenant Relocation</b>								
<b>Admin/Management</b>								
Marketing/Management								
Operating Expenses								
Taxes								
Insurance								
<b>TOTAL USES</b>	\$	//////////	//////////	//////////	//////////	//////////	//////////	//////////
<b>TOTAL SOURCES</b>	//////////	\$	\$	\$	\$	\$	\$	\$

**PROJECT FUNDING SOURCES**

SOURCE	AMOUNT	TERMS & CONDITIONS
<b>A:</b>		
<b>B:</b>		
<b>C:</b>		
<b>D:</b>		
<b>E:</b>		
<b>F:</b>		
<b>G:</b>		

**ANNUAL OPERATING BUDGET (Rental Housing Projects Only)**

REVENUE		EXPENSES	
Gross Residential Rent Potential	\$		<b>ADMINISTRATIVE</b>
Less Vacancy Allowance	\$		Management Fee
Adjusted Gross Residential Rent		\$	Legal Fees
Gross Commercial Rent Potential	\$		Audit
Less Vacancy Allowance	\$		Telephone
Adjusted Gross Commercial Rent		\$	Marketing
Laundry/Vending Income		\$	Other _____
Other _____		\$	<b>TOTAL ADMIN</b>
Less Reserve for Bad Debt		\$	
<b>TOTAL REVENUE</b>		\$	<b>UTILITIES</b>
			Fuel Oil
			Electric
			Natural Gas
			Water
			Sewer
			Other _____
			<b>TOTAL UTILITIES</b>
			<b>OPERATING/MAINTENANCE COSTS</b>
			Salaries
			Employers Payroll Tax
			Workman's Comp
			Employee Benefits
			Supplies
			Equipment Repairs
			Trash Removal
			Repairs
			Equipment Servicing
			Other _____
			<b>TOTAL OPERATING/MAINTENANCE</b>
			<b>TAXES/INSURANCE</b>
			Real Estate Taxes
			Property/Liability Insurance
			Other _____
			<b>TOTAL TAXES/INSURANCE</b>
			<b>REPLACEMENT RESERVE</b>
			<b>SUPPORTIVE SERVICES</b>
			<b>TOTAL EXPENSES</b>
<b>TOTAL REVENUE</b>	\$		
<b>LESS TOTAL EXPENSES</b>	\$		
<b>NET OPERATING INCOME</b>		\$	
<b>DEBT SERVICE</b>			
Loan _____	\$		
Loan _____	\$		
Loan _____	\$		
Loan _____	\$		
<b>TOTAL DEBT SERVICE</b>		\$	
<b>CASH FLOW (NOI - DS)</b>		\$	





