**Horry County**

**HOME**

**Consortium**



**HOMEOWNER PROJECT**

**FUNDING**

**APPLICATION**

Application Release: September 25, 2025

Deadline for Questions: October 22, 2025 (5 PM)

Application Deadline: October 30, 2025 (5 PM)

# Overview

These guidelines serve as a reference for organizations submitting an application for HOME Investment Partnerships Program (HOME) funding administered by Horry County on behalf of the Horry County HOME Consortium (HCHC). The HOME program was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990. The Federal implementing regulations for the HOME program are located at 24 CFR Part 92, which is also referred to as the HOME Final Rule. The HOME Program provides formula grants to states and local jurisdictions to provide 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 to leverage private sector participation in the creation and retention of affordable housing. A wide range of activities are funded through the HOME program, including new construction and rehabilitation of rental units, new construction and rehabilitation of homeownership units, down payment assistance, owner-occupied rehabilitation, and tenant based rental assistance.

The Horry County HOME Consortium (HCHC) was established to promote partnerships among HUD and other federal entities, county/local governments, and those in the nonprofit and for-profit sectors who build, own, manage, finance, and support affordable housing initiatives. A consortium is a group of local governments that partner together to receive HOME funds as a single HUD entitlement grantee. Member jurisdictions of HCHC include Georgetown, Horry, and Williamsburg Counties, as well as the municipalities of Myrtle Beach, Conway, Atlantic Beach, Aynor, Loris, Georgetown, Andrews, Kingstree, Hemingway, Stuckey, Lane, and Greeleyville. Horry County serves as the Participating Jurisdiction for the Consortium, administering the program on behalf of its member jurisdictions.

# **HOME Project Eligibility**

The following sections provide basic instructions to complete the application for HOME funding. Before completing an application, it is recommended that you review the 2023-2027 Horry County HOME Consortium Consolidated Plan to determine whether your project is eligible and meets an identified need. Horry County is seeking shovel-ready homeownership projects that can begin construction quickly. A table at the end of these instructions provides a rubric for project scoring, so that you may determine how competitive your application will be when reviewed by staff and committee members.

Applicant Criteria

Eligible applicants for HOME assistance include non-profit organizations, Community Housing Development Organizations (CHDOs), for-profit organizations, partnerships, and local governments. Any organization, developer(s), general partners(s), or managing member(s) will be automatically disqualified if any of the following issues of noncompliance are demonstrated:

1. Uncorrected non-compliance violations with the County
2. Not in good standing with other County administered programs (which includes payments due to the County such as late fees, late loan payments, etc.)
3. Debarred from participation in other federal programs (i.e. HUD, RHS, CDBG, HOPWA, ESG, FHLB, etc.) as well as any other County administered programs

The County has sole discretion in the determination of non-compliance and it is not subject to interpretation (appeal) or final resolution of the non-compliance violation.

Project Criteria

Eligible projects for this application include new construction of single family residences for homeownership, rehabilitation of single family residences for homeownership, and rehabilitation of owner-occupied single family residences. The following project criteria must be met to be eligible for funding:

1. Applicants must own the land for their project at the time of application (not applicable for owner-occupied rehabilitation).
2. The project must demonstrate the ability to begin construction within six months.
3. The project site shall not be located within a floodplain or wetland area.
4. The project must benefit owners who are below the HUD 80% Area Median Income (AMI) threshold (see Appendix A).
5. Completed housing units must have an estimated value after rehabilitation or purchase price that does not exceed 95% of the median purchase price for the area (see Appendix B).
6. Completed housing must meet all applicable State and local codes, ordinances, and zoning requirements.
7. All projects must satisfy a minimum period of affordability to low income households (see Appendix C), and will be secured by a Restrictive Covenant, Promissory Note, and/or Mortgage.
8. Homeownership units must be sold within nine months of completion or the units will convert to HOME rental units.

# **Submission Instructions**

Applicants for HOME assistance must submit the following items by the application deadline:

1. **three (3) paper hard copies of the complete application package** via mail, courier, or hand delivery
2. **one (1) electronic PDF copy of the complete application package** via email
3. **one (1) electronic copy of the budget attachments** in provided excel format via email

Applications must be received via email by **5 PM EST on Thursday, October 30, 2025.**

|  |
| --- |
| **Submit hard copy applications to:**  Horry County HOME Consortium  c/o Horry County Community Development and Grants  1300 Second Avenue, Suite 102  Conway, SC 29526 |
| **Submit soft copy applications to:** [dobson.michael@horrycountysc.gov](mailto:dobson.michael@horrycountysc.gov)  Attention: Michael Dobson, Deputy Director of Community Development |
| Submit questions via email: dobson.michael@horrycountysc.gov |

Questions related to the application should be submitted no later than 5:00 pm on October 22, 2025. All responses will be posted no later than 5:00 pm on October 27, 2025.

Three (3) paper hard copies of the application and one (1) electronic copy of the application must be submitted **no later than 5:00 pm, Eastern Standard Time, on Thursday, October 30, 2025.** Applications received after the deadline will not be considered.

Any costs incurred by the applicant in the preparation, transmittal, or presentation of the application packages are the responsibility of the applicant.

Information on the Horry County HOME Consortium and HOME Program requirements can be found at: <https://www.horrycountysc.gov/departments/community-development/grants/housing/home/>.

Homeowner project applications can be found at: <https://www.horrycountysc.gov/departments/community-development/>.

Applications will not be considered for the following reasons:

1) The project does not align with the eligibility criteria for this funding source and solicitation.

2) The applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines.

3) Incomplete application or late submission.

The County reserves the right to:

1. Award applicants less than the amount of HOME funds requested;
2. Reject any and all applications received;
3. Waive or modify minor irregularities in applications upon notification to the Applicant;
4. Adjust or correct any arithmetical errors in the application;
5. Receive clarification from the Applicant to ensure an understanding of the application submitted;
6. Adopt or utilize all or any part of the application unless covered by legal copyright, patent or property rights in which case the County must be notified;
7. Negotiate with the Applicant to serve the best interest of HCHC; and
8. Suspend acceptance of applications at any time.

# **Financial Terms and Conditions**

The County’s HOME funds will be awarded as grants or as amortizing below market rate loans. All projects will receive a subsidy layering review to ensure that no more HOME funds are invested than necessary to complete the project. Homeownership projects will receive an underwriting review to ensure that a market exists for the proposed housing, development costs are reasonable and accurate, the developer has the experience and financial capacity to complete the project, and that the project is viable.

The maximum HOME award amount is $400,000 per application. Awards are made on a reimbursable basis, so applicants must have the capacity to carry costs between reimbursements. Projects are subject to per unit HOME subsidies, which are determined by the number of bedrooms in each unit (see Appendix D). The minimum amount of HOME funds that can be invested in a unit is $1,000.

The applicant must submit with the application current financial statements compiled, reviewed, or audited by an independent CPA licensed by the South Carolina Board of Accountancy. The financial statements must include a balance sheet dated on or after December 31, 2024. An applicant must have minimum restricted liquid assets of $50,000.

Applicants are required to provide 25% in non-federal funding as match to the amount of HOME funds awarded. Match must be in the form of a permanent contribution to the HOME project. Match may be satisfied through the following sources:

1. Cash or cash equivalents (non-federal)
2. Waived taxes, fees, or charges associated with the project
3. Donated land or real property
4. Infrastructure improvements associated with the project
5. Proceeds from bonds
6. Donated materials, equipment, labor, or professional services
7. Sweat equity
8. Direct costs of supportive services to residents of the project
9. Direct costs of homebuyer counseling for families purchasing homes with HOME assistance

# **Application Review Process**

County staff will review the project applications based on the process below:

1. Staff will review applications to ensure that they meet the minimum criteria. Applications that do not meet the applicant criteria, project criteria, compliance with federal and state laws, or HOME program requirements will be rejected.
2. Project applications will be reviewed for feasibility. Applications must be determined to be financially feasible, require subsidy, and be consistent with HOME policies. Local jurisdictions will be afforded the opportunity to review projects to ensure compliance with local development requirements.
3. The HCHC Review Committee, consisting of Administrators or their representatives from Horry, Georgetown, and Williamsburg Counties, as well as the Cities of Myrtle Beach and Conway, will review the applications and finalize the HCHC recommendation for annual funding priorities for approval by Horry County Council.
4. Horry County HOME Consortium reserves the right to utilize the funds for the good of the general public and administer the funds in accordance with the annual action plan.
5. Horry County HOME Consortium reserves the right to suspend acceptance of applications at any time.

Evaluation Criteria

Projects will be evaluated based upon the following criteria:

| **Criterion** | **Points** |
| --- | --- |
| **Project Design:** Does the project meet a market demand and address a HCHC Consolidated Plan Priority Need? | /20 points |
| **Organizational Capacity:** Organization or staff has capacity and experience with similar projects within the last five (5) years | /20 points |
| **Project Narrative:** Project description, ownership, target population, and affirmative marketing | /20 points |
| **Project Timeline**: Can the project be implemented quickly, units be constructed quickly, and meet all HOME timeline thresholds? | /15 points |
| **Budget Narrative:** Are sufficient financial resources committed to the project to complete implementation? Is the project financially feasible? | /25 points |
| **Match:** Does the applicant provide the required 25% non-Federal match, leverage HOME funds, and provide documentation of eligible match source commitments? | /15 points |

**TOTAL STAFF EVALUATION /115 POINTS**

**Appendix A - 2025 HOME Income Limits**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HOME Income Limits** | | | | | | | | |
| **Household Income Limit** | **1 Person** | **2 Person** | **3 Person** | **4 Person** | **5 Person** | **6 Person** | **7 Person** | **8 Person** |
| ***Horry County*** | | | | | | | | |
| Extremely Low Income (30%) | $18,250 | $20,850 | $23,450 | $26,050 | $28,150 | $30,250 | $32,350 | $34,400 |
| Very Low Income (50%) | $30,400 | $34,700 | $39,100 | $43,400 | $46,900 | $50,350 | $53,850 | $57,300 |
| 60% Limit | $36,480 | $41,640 | $46,920 | $52,080 | $56,280 | $60,420 | $64,620 | $68,760 |
| Low Income (80%) | $48,650 | $55,600 | $62,550 | $69,450 | $75,050 | $80,600 | $86,150 | $91,700 |
| ***Georgetown County*** | | | | | | | | |
| Extremely Low Income (30%) | $17,400 | $19,900 | $22,400 | $24,850 | $26,850 | $28,850 | $30,850 | $32,850 |
| Very Low Income (50%) | $29,050 | $33,200 | $37,350 | $41,450 | $44,750 | $48,100 | $51,400 | $54,700 |
| 60% Limit | $34,860 | $39,840 | $44,820 | $49,740 | $53,700 | $57,720 | $61,680 | $65,640 |
| Low Income (80%) | $46,450 | $53,050 | $59,700 | $66,300 | $71,650 | $76,950 | $82,250 | $87,550 |
| ***Williamsburg County*** | | | | | | | | |
| Extremely Low Income (30%) | $14,300 | $16,350 | $18,400 | $20,400 | $22,050 | $23,700 | $25,300 | $26,950 |
| Very Low Income (50%) | $23,800 | $27,200 | $30,600 | $34,000 | $36,750 | $39,450 | $42,200 | $44,900 |
| 60% Limit | $28,560 | $32,640 | $36,720 | $40,800 | $44,100 | $47,340 | $50,640 | $53,880 |
| Low Income (80%) | $38,100 | $43,550 | $49,000 | $54,400 | $58,800 | $63,150 | $67,500 | $71,850 |

Source: 2025 Adjusted HOME Income Limits, HUD (effective 6/1/2025)

**Appendix B - Construction Limits**

|  |  |
| --- | --- |
| **After Rehabilitation Value (ARV) Limits** | |
| Horry County | $285,000 |
| Georgetown County | $299,000 |
| Williamsburg County | $209,000 |
| **Homeownership Limits** | | |
| Horry County | $279,000 | |
| Georgetown County | $273,000 | |
| Williamsburg County | $273,000 | |

**Appendix C - Affordability Periods**

**Homeownership Activities (24 CFR 92.254)**

|  |  |
| --- | --- |
| **Activity** | **Affordability Period Years** |
| New construction or rehabilitation of single family residential housing per unit amount of HOME funds: Under $25,000 | 5 |
| $25,000 to $50,000 | 10 |
| Over $50,000 or rehabilitation involving refinancing | 15 |

**Owner-Occupied Rehabilitation (Local Affordability Period)**

|  |  |
| --- | --- |
| **Activity** | **Affordability Period Years** |
| Owner-Occupied Rehabilitation: Under $50,000 | 10 |
| $50,000 to $100,000 | 15 |
| $100,000 and above | 20 |

**Appendix D – HOME Unit Subsidy Limits**

|  |  |  |
| --- | --- | --- |
| **HOME Unit Subsidy Limits** | | |
| ***Number of Bedrooms*** | ***Minimum*** | ***Maximum*** |
| Single Room Occupancy | $1,000 | $72,088 |
| 1 Bedroom | $1,000 | $82,638 |
| 2 Bedrooms | $1,000 | $100,490 |
| 3 Bedrooms | $1,000 | $130,002 |
| 4+ Bedrooms | $1,000 | $142,701 |

**Appendix E - Key Terms**

HOME Investment Partnerships Program: The HOME program is a federal formula grant that provides assistance to states and local jurisdictions for the creation and retention of affordable housing. It was created by the Cranston-Gonzalez Affordable Housing Act of 1990. Implementing regulations for the HOME Program are found at 24 CFR 92.

Consortium: A group of contiguous units of local government that function as a single entity for the purpose of receiving and utilizing HOME funds.

Subrecipient: An organization selected to administer HOME funds on behalf of the Consortium.

Community Housing Development Organization (CHDO): A CHDO is a federally defined type of non-profit housing provider that functions as an owner, developer, or sponsor of affordable housing.

Consolidated Plan: A planning document developed by the Consortium that describes the needs, goals, priorities, and strategies for the use of HUD funding for the jurisdiction. The Consolidated Plan covers a five-year period (2023-2027) and addresses the planned use of Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grant funding.

Annual Action Plan: A planning document that outlines the Consortium’s goals and projects for utilization of a single year of HUD funding.

Annual Income: The Consortium utilizes the Part 5 definition (also known as Section 8) to calculate total household income. It consists of the gross income of all adult members of a household that is anticipated to be received during the upcoming 12 month period. All HOME-assisted households must be at or below 80% of the Area Median Income.

Low Income Household: A household with a gross income falling between 51% and 80% of the Area Median Income.

Very Low Income Household: A household with a gross income falling between 31% and 50% of the Area Median Income.

Extremely Low Income Household: A household with a gross income that does not exceed 30% of the Area Median Income.

Match: A non-federal contribution to a HOME-assisted project. The Consortium must provide a 25% match to HOME funds each program year. Subrecipients and CHDOs are required to provide evidence of a 25% match contribution commitment with an application submission.

Project: One or more buildings on a single site or multiple sites under common ownership, management, and financing that are to be assisted with HOME funding as a single undertaking.

Subsidy Layering: An analysis of project financing that ensures that firm commitments of funding are in place and that the amount of HOME funds invested does not exceed the amount that is necessary for the project to be financially viable.

Underwriting: A due diligence process that assesses the financial risk of undertaking a project. The process ensures that a market exists for the proposed housing, development costs are reasonable and accurate, the developer has the experience and financial capacity to complete the project, and that the project is viable.

Market Assessment: An analysis of the market conditions for a project that reflect demand for the type of proposed units. A market assessment should indicate the prevalence of a housing type and average length of time that a unit is marketed prior to occupancy. Analyses are performed at the neighborhood level for the market assessment.

Affirmative Marketing Plan: A plan developed for the advertisement of affordable housing units that indicates procedures that will be used to market units to groups who would be least likely to apply for assistance.

**HORRY COUNTY HOME HOMEOWNER PROJECT APPLICATION – 2025**

**Applicant Information**

Full Legal Name of Applicant Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UEI Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/CEO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Type:

Non-Profit  CHDO

For-Profit  General Partnership

Limited Partnership  Limited Liability Corporation

Unit of Local Government

*Note: If applying for CHDO set-aside funds, please complete the CHDO application. Owner-occupied rehabilitation projects are not eligible for funding from the CHDO set-aside.*

**HORRY COUNTY HOME HOMEOWNER PROJECT APPLICATION – 2025**

**Project Information**

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

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

Census Tract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TMS/PIN of Project Parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of HOME funds requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of HOME assisted units in project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of units in project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Type:

New Construction for Ownership Units

Rehabilitation for Ownership Units

Owner-Occupied Rehabilitation

Project Beneficiaries:

Please indicate how many households will be assisted and their income levels.

|  |  |
| --- | --- |
| **Area Median Income Level Groups** | **Number of Households Assisted** |
| Extremely Low Income (0-30% AMI) |  |
| Very Low Income (31%-50% AMI) |  |
| Low Income (51-80% AMI) |  |
| Median Income or Higher (>80% AMI) |  |
| *Total* |  |

*Households exceeding 80% AMI are not eligible for HOME assistance (see Appendix A for income limits).*

Unit Composition: Please indicate the number of units anticipated for each category (new construction or rehabilitation for homebuyer projects only):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Characteristic:** | Total Housing Units in Project | Efficiency | Single Room Occupancy | 1-Bedroom | 2-Bedroom | 3-Bedroom |
| **Number:** |  |  |  |  |  |  |
| **Characteristic:** | 4-Bedroom | Energy Star (Required) | | Section 504 Compliant | Handicap-  Assessable | LEED-Certified Green |
| **Number:** |  |  | |  |  |  |

**HORRY COUNTY HOME HOMEOWNER PROJECT APPLICATION – 2025**

**Required Narratives**

**Organizational Narrative:** Please attach a description of your organization and capacity to create or retain affordable housing. Please provide a description of your organization including mission, legal status, and organizational structure. Describe your capacity, experience, and accomplishments as a developer, sponsor, or provider of affordable housing. Clearly demonstrate your ability to develop projects similar to the one proposed herein. Describe the relevant experience of key staff members and your overall development team. Please indicate if your organization currently has a project that was awarded HOME/CDBG/ESG funding from Horry County that is not complete, and their current statuses.

Please include your response as an attachment (2 page limit for organizational narrative, plus up to 5 pages of resumes).

**Project Narrative:** Please attach a narrative description of your organization’s proposed project. Please provide the type of project, site description, ownership information, target population, and overall objective of your project. Please provide detail on what type of units you are constructing, clientele served, project housing market, affirmative marketing strategy, and other information necessary to communicate how you will provide assistance to low income households.

Please include your response as an attachment (2 page limit for project narrative).

**Project Timeline:** Please describe your timeline for completion of units, including details on project thresholds to be achieved. Please provide detail on key milestones to be achieved and estimated dates of completion. Milestones should include project construction design, completion of environmental review, procurement of a contractor, key construction progress milestones, marketing of units (if applicable), final inspection of completed units, and occupancy by an income-eligible household.

Please include your response as an attachment (2 page limit).

**Budget Narrative:** Please attach a narrative description of your project budget. Please describe the funding structure for your project and how funds will be utilized to develop the units. Your response should provide detail on firm funding source commitments, match sources and amounts, and how HOME funds would satisfy a funding gap for the project. Please include information on any other public sources of funding utilized, including any applicable funding restrictions.

Please include your response as an attachment (2 page limit for budget narrative).

**Exhibit C - Attachments**

Please provide the following documentation as attachments:

1. **Project Attachments**

a) Project Narrative

b) Project Timeline

c) Site Location Map (N/A for owner-occupied rehabilitation)

d) Site Location Pictures (N/A for owner-occupied rehabilitation)

e) Site Plan (N/A for owner-occupied rehabilitation)

f) Architectural Plans (N/A for owner-occupied rehabilitation)

g) Evidence of Ownership (N/A for owner-occupied rehabilitation)

Deed or  99 Year Lease

h) Market Assessment (N/A for owner-occupied rehabilitation)

i) Affirmative Marketing Plan

1. **Budget & Financial Attachments**

a) Project Budget Narrative

b) Project Budget (Excel attachment)

c) Project Funding Sources (Excel attachment)

d) Project Subsidy Layering (Excel attachment)

e) Evidence of Funding Commitments

f) Evidence of Match

g) Balance Sheet

h) Audit

1. **Organizational Attachments**

a) Organizational Narrative

b) Articles of Incorporation

c) Current Organizational Bylaws

d) Current Organizational Chart

e) Resumes of Project Staff

f) IRS Form 990 (if applicable)