



DEPARTMENT OF DEVELOPMENT AND PLANNING

City Hall, P.O. Box 1659, Zip 25717
Development: (304) 696-4486
Planning & Zoning: (304) 696-4438
HOME Program: (304) 696-4457
TDD (Office) (304) 696-5582
Fax (304) 696-4465

December 21, 2015

RE: FY16-17 Home Investment Partnerships (HOME) Program Applications

The City of Huntington and the Cabell-Huntington-Wayne Housing Consortium invites interested partners to apply for available HOME Program funds to assist in developing and/or acquiring safe decent and affordable housing. In anticipation of FY16-17 Congressional funding, the City of Huntington will be accepting applications effective immediately and continuing throughout the year.

Applications may be returned to the following:

HOME Program
Dept. of Planning & Development
PO Box 1659
Huntington, West Virginia 25717

Should there be any questions, please do not hesitate to contact HOME Program offices at 304-696-4486 ext. 2039 or via email at home@cityofhuntington.com.

Sincerely,

A handwritten signature in black ink that reads "Donald C. Kleppe". The signature is written in a cursive style with a large, sweeping initial "D".

Donald C, Kleppe
HOME Program/Project Manager

APPLICATION FOR HOME FUNDS CABELL-HUNTINGTON-WAYNE HOME CONSORTIUM

Please submit two (2) copies of your HOME grant application to the City of Huntington, 800 Fifth Avenue, P.O. Box 1659, Huntington, WV. If you have any questions or would like guidance in completing this application, please contact Don Kleppe, Project/Program Manager at (304) 696-4486 Ext. 2039 or via email at home@cityofhuntington.com.

Name of Project: _____

Location of Project: _____

Project Owner/Sponsor: _____

Is the Applicant Agency certified as a CHDO? Yes No

If yes, please complete the attached "CHDO Certification Form."

Owner/Sponsor Address: _____

Contact Person: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

ATTACH EXHIBIT "A" – PROJECT OWNER/SPONSOR INFORMATION.

Brief Project Description: _____

Briefly provide an overview of the market your project is filling: _____

Total Project Cost: \$ _____

HOME Funds Requested: \$ _____

Other Funding Committed: \$ _____

Sources of Other Committed Funds: _____

NOTE: Provide Commitment Letters or evidence showing that the other funds are committed to this project.

ATTACH EXHIBIT "B" – SOURCES & USES OF FUNDS.

Number of Housing Units: _____

Number of Persons/Families to be served by this Project: _____

Of the number of persons to be served, how many persons are:
30% or below of median income (extremely low income): _____
50% or below of median income (very low income): _____
80% or below of median income (low income): _____
81% and above median income (over income): _____

Project Objective/Outcomes: _____

Site Control (attach documentation):

- Option to Purchase
- Sales Agreement
- Deed

**APPLICATION FOR HOME FUNDS
CABELL-HUNTINGTON-WAYNE HOME CONSORTIUM**

EXHIBIT "A" – PROJECT OWNER/SPONSOR INFORMATION

Please provide answers to the following questions.

Provided Background Project Information: _____

Provided Sponsor/Owner Previous Experience: _____

Development Team:

Developer/Sponsor/Owner:

Name of Firm/Agency: _____
Project Manager: _____
Phone Number: _____
Address: _____

Architect:

Name of Firm: _____
Project Manager: _____
Phone Number: _____
Address: _____

Contractor:

Name of Firm: _____
WV License Number: _____
Project Manager: _____
Phone Number: _____
Address: _____

Please provided information on the Development Team's previous experience: _____

Please provided other additional information that you think is applicable: _____

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EXHIBIT "B" – SOURCES & USES OF FUNDS

The Cabell-Huntington-Wayne HOME Consortium now requires that all applicants must use HOME funds as "gap funding." Leveraging is very important in the application process since Federal funds are being reduced each year. Identify all funding sources, including Federal (CDBG, HOME, LIHTC, Section 202 or 811 funds, etc.), state, county, local and private grants or loans, committed or applied for. Funds must be committed by other funding sources and a letter must be submitted verifying this commitment.

ACTIVITY DESCRIPTION	COST	SOURCES OF FUNDS	LOAN OR GRANT	STATUS: PENDING/ COMMITTED
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TOTAL:	\$	-	-	-

