



Department of Economic Development
 HOME Program/Housing Division
 L-14 Wayne County Building, 600 Randolph
 Detroit, MI 48226-2831
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Wayne County HOME Program

INTAKE APPLICATION

The HOME Program provides funding for the development of affordable housing units within the 37 participating communities in Wayne County listed on the following page. Please refer to the attached Program Descriptions for more information about the types of programs currently being offered by Wayne County. Organizations interested in participating in the Program are encouraged to consult with the Housing Division before completing this application. For funding consideration submit a formal letter of request along with this Intake Application and the Application Attachments identified on the following page.

DEVELOPER INFORMATION

Name of Organization		Type of Organization	
Executive Director		President	
Address	City	State	Zip Code
Phone Number	Fax Number	Email Address	

PROPOSED PROJECT INFORMATION

Name of Project	
Site Location (addresses or cross streets)	City

CONSTRUCTION TYPE: Single Family Detached Multi-family Attached
 Apartment Building Manufactured Housing

OWNERSHIP TYPE: Owner-Occupied Condominium
 Rental Cooperative

PROJECT COST

Total Project Cost: \$	HOME Funds Requested: \$
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PROJECT SIZE

Total Number of Units:	HOME Funded Units:
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HOME INTAKE APPLICATION ATTACHMENTS

1. PROJECT NARRATIVE

- Detailed description of project including, but not limited to: type of construction & units, proposed cost structure, etc.
- Description of how HOME funds will be used in project
- Description of the need & target market for the housing product and how it will benefit the community
- Description of amenities and services which will be provided in project
- Description of local support (i.e. local government, civic, neighborhood-based organizations)
- Description of the marketing plan for the project
- Project schedule

2. CAPACITY AND EXPERIENCE OF THE ORGANIZATION

- Organizational profile & resumes of project manager(s)
- Description of any previous HOME-funded project that the developer has developed in the past
- Description of Development Team
- An explanation of the developer's qualification to develop or construct this type of project
- Attach Articles of Incorporation or Articles of Organization

3. EVIDENCE OF SITE CONTROL OR COMMITMENT FOR SITE CONTROL

- Copy of Deed or Executed Purchase Agreement

4. FUNDING

- A budget indicating the sources of funding and the uses of funding, with assumptions
- Conditional funding commitments (i.e. letters from funding institutions or evidence of grants)

5. EVIDENCE OF PROJECT ACCEPTABILITY WITH LOCAL ORDINANCES

- Site Plan Review (for new construction projects only)
- Consistency with local zoning requirements

6. ADDRESS POSSIBLE SPECIAL CIRCUMSTANCES that may affect development such as environmental site conditions, relocation of existing residents, presences of lead or asbestos in existing buildings, etc.

7. MANAGEMENT PLAN AND OPERATING PRO-FORMA FOR RENTAL PROJECTS

Wayne County Participating Communities include: Allen Park, Belleville, Brownstown Township, Ecorse, Flat Rock, Garden City, Gibraltar, Grosse Ile Township, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Woods, Hamtramck, Harper Woods, Highland Park, Huron Township, Inkster, Lincoln Park, Livonia, Melvindale, Northville, Northville Township, Plymouth, Plymouth Township, River Rouge, Riverview, Rockwood, Romulus, Southgate, Sumpter Township, Taylor, Trenton, Van Buren Township, Wayne, Woodhaven, and Wyandotte.

HOMEOWNERSHIP DEVELOPMENT PROGRAM

Wayne County's Homeownership Development Program allows the County to meet its objective of creating affordable homeownership opportunities to low-income households. Through the use of both development subsidies and homebuyer assistance, specific projects can be supported that will have a significant impact on local neighborhoods. Funding is reserved for projects that are expected to serve as a catalyst to jumpstart and stabilize local housing markets within the six designated economically distressed communities, which are Highland Park, Inkster, Melvindale, River Rouge, Hamtramck and Ecorse.

Wayne County can provide gap financing for home ownership projects that involve major or minor rehabilitation. The purpose of this program is to provide assistance to Community Housing Development Organizations (CHDOs), municipalities, and other community-based developers that are undertaking transformational projects that would not be possible without the support of Wayne County. Developers interested in participating in the program are required to complete a HOME Program Intake Application. Applicants must have site control in order to be considered for the funding. Each project is analyzed individually to determine the level of subsidy needed to achieve marketability and affordability within that specific housing market.

As a development partner, the County enters into a development and loan agreement with the developer or sponsor. The County can then provide a blend of development loans and grants as needed to bridge the gap between the Total Development Cost and the Appraised Market Value. These upfront funds can be used for certain predevelopment cost, acquisition and hard construction costs. Typically, these development subsidies range from \$10,000 to \$40,000. Low-income homebuyers are eligible for additional assistance in the form of a deferred loan equal to the difference between the appraised value of the property and the primary mortgage amount that they could qualify for. These deferred loans are generally limited to \$20,000.

These projects typically involve a mixture of market rate and low-income units. All properties improved through this program are required to achieve an Energy Star certification.

RENTAL HOUSING DEVELOPMENT PROGRAM

Wayne County can provide gap financing for the development of newly constructed or rehabilitated rental projects serving very-low income households and special needs groups such as: seniors, homeless, or the disabled throughout the 37 participating and consortium communities. Typically these are projects that primarily supported through subsidies from either HUD Section 202, 811 or Supportive Housing Programs; Low Income Housing Tax Credits from the Michigan State Housing Development Authority; or other similar funding agencies. HOME Funds can be used to fill a gap in financing of up to \$500,000. All projects are required to achieve an Energy Star certification.

Developers interested in participating in the program are required to complete a HOME Program Application. Applicants must have site control in order to be considered for funding. The County's contribution may be in the form of a loan or a grant to the project, however it will be secured through a second mortgage to guarantee that the units remain affordable to very-low income households throughout the HUD required affordability period.