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Housing & Supportive Services (HSS)  
**HOME Investment Partnerships Program (HOME)**  
Application Instructions and Application

(Effective May 20, 2026)

Contact: [Housingandsupportiveservices@hernandocounty.us](mailto:Housingandsupportiveservices@hernandocounty.us)



**SECTION 1: Applicant Information** (Please complete all fields below):

**Developer/Organization Name:**

**Contact Person:**

**Title:**

**Address:**

**Phone:**

**Email:**

**UEI (SAM.gov Registration):**

**Organization Type (check one):**

Non-Profit

For-Profit

Public Agency

CHDO (Community Housing Development Organization)

**If For-Profit, partnering with a Non-Profit?**      Yes      No

If yes, provide partner name & describe partnership:

**Years in Operation:**

**Mission / Organizational Purpose:**

**Affordable Housing/HOME experience (no. of prior projects):**

**Years of experience with HOME funds:**

**Brief description of prior projects (Attach a separate Sheet if additional space is needed):**

(Include: Project Name | Location | Activity Type | # Units | Funding Sources | Completion Date | Amount of Award)

**SECTION 2: Project Identification (Select the eligible activity)**

**Project Name & Address:**

**Eligible Activity (check one):**

New Construction – Affordable Homeownership

Tenant-Based Rental Assistance (TBRA)

Rental Housing Development

Owner-Occupied Rehabilitation

CHDO Activity

*Provide details to demonstrate compliance with HOME requirements:*

**Target Population (AMI):**

**Project Timeline:**

**Small-Scale Rental Project (1–7 units):**

Yes

No (*streamlined monitoring applies*)

**Green Building Standard (eligible for up to +10% max per-unit subsidy):**

Yes      No — *Attach*

Detailed description of all features:

**Community Land Trust (CLT) involvement:**

Yes      No

(If yes, describe CLT structure and enforcement mechanism (ground lease / deed covenant / purchase option))

**SECTION 3: Funding Request** (Provide detailed information and attach documentation for **committed funds.**)

**Total Project Cost (\$):**

**HOME Funds Requested (\$):**

**Other Funding Sources:**

Source	Amount	Status (Committed/Pending)

**Pre-Commitment Soft Costs**

*incurred ≤ 24 months before HOME commitment; reimbursable only if included in written agreement:*

Environmental reviews/studies/assessments/fees

Title evidence

Legal fees

Accounting fees

Lender origination fees

Credit reports

Private appraisal fees

Independent cost estimates

Zoning/planning filing fees

Other lender-required third-party reporting fees

**Total Pre-Commitment Soft Costs Proposed (\$):**

**Requesting Green Building Incentive (up to +10% max per-unit subsidy):**

Yes

No

**Proposed Standard: (See Program Guide)**

**Attach Documentation:**

**For income verification (Describe your income verification method (see Program Guide):**

**Estimated Budget Breakdown for Requested HOME Funds:**

Budget Category	Amount

**Estimated Expenditure Timeline:**

Activity	Start Date	End Date

**SECTION 4: Project Description & Compliance**

Provide a narrative and demonstrate compliance with HOME requirements.

**Project Narrative** (purpose, goals, community impact):

**How the project meets HOME requirements:**

**Period of Affordability (based on HOME investment):**

*(See table at end based on HOME investment.)*

**Income Verification Process:**

*(identify method: source docs vs. safe harbor acceptance from LIHTC/TANF/Medicaid/etc., and timing)*

**Will the property meet HOME Standards at completion?**

Yes

No

**Accessibility / Lead-Based Paint compliance measures:**

**Tenant Protections & Tenancy Addenda (REQUIRED)**

Check the HOME Tenancy Addendum applicable to this project:

Rental Housing Tenancy Addendum

TBRA Tenancy Addendum

Security Deposit Assistance Tenancy Addendum

**Describe how the project will comply with requirements for:**

Written notices of adverse actions

Prohibition on retaliation and unreasonable interference

Good-cause termination Standards

**Rent Alignment & Assistance**

If tenants are assisted under a program where they pay:

- 30% of adjusted income, OR
- 10% of gross income

...the **tenant's max rent contribution is that amount**, and **HOME rent limits do not apply to subsidy payments**. Owners may accept the full contract rent plus subsidy.

**Property Standards & Inspections:**

**Carbon Monoxide & Smoke Detection:** Plan to meet standards (*hardwired for new construction; PJ may allow 10-year battery-sealed alarms for certain rehab/homeownership with written exception*):

**Inspection Standard:**

NSPIRE

HUD-approved alternative — *Attach acceptance/plan*

**Inspection Sampling Plan:**

**Projects ≤ 20 HOME units:** inspect ≥ 4 units

**Projects 20–130 HOME units:** inspect 20% of HOME units

**Projects > 130 HOME units:** NSPIRE sampling method

**Post-Acquisition Rehab Timeline (Homeownership):**

If acquiring substandard housing, provide a plan to meet the PJ’s property standards within **6 months**; PJ may grant an **extension up to 12 months**.

**Market Analysis & Feasibility:** *(Attach third-party study; summarize demand, comps, vacancy.)*

**Community Engagement:** *(Attach ≥ 5 support letters and meeting evidence.)*

**SECTION 5: CHDO-Specific Requirements**

Complete if applying for CHDO set-aside funds.

**Is your organization a certified CHDO?**

Yes                      No — *Attach certification.*

**Describe proposed development & CHDO compliance**

**Organizational Capacity:**

(List staff expertise; volunteers may supplement but **paid staff required.**)

**CHDO Role:**

Developer

Owner

Sponsor

**Board Accountability Requirements**

Confirm representation includes:

Low-income beneficiaries

Service area includes Hernando County Specifically and is **not statewide**

Confirmed

## CHDO Ownership Requirements

If CHDO owns via ground lease:

Must have site control for the **full period of affordability**

Transfers allowed only to **nonprofits** if CHDO loses capacity

## SECTION 6: Development Details

Provide unit mix, projected rents, accessibility, amenities, and utilities.

### Unit Mix by Area Median Income (AMI):

AMI Tier	SRO	1-BR	2-BR	3-BR	4-BR
≤30% AMI					
31-50% AMI					
51-80% AMI					

**Units meeting Section 504:**

**Amenities (common areas):**

**Utilities & Utility Allowance Method:** *(check one; attach schedule/method)*

HUD Utility Schedule Model

Applicable PHA utility allowance

HUD-approved alternative method

**Note: Cable and broadband are not utilities** for allowance purposes.

**Inspection Sampling Plan & Standard:** *(Provide project size and applicable sampling calculation.)*

## SECTION 7: Site Control

**Do you own the land?**                      Yes                      No

**If Yes,** attach documentation.

**If NO,** describe option agreement or site control:

### CLA Certification:

I **CERTIFY** that **NO** CLAs have occurred and none will occur prior to environmental review and HUD

Release of Funds, including:

- Land acquisition

- Construction contracts
- Physical work (grading, excavation, demolition)
- Permits implying commitment
- Marketing/leasing before clearance

**Signature/Title** (for CLA Certification)

**Date**

### **SECTION 8: Fair Housing**

Describe how the project - Promotes fair housing:

Complies with Fair Housing regulations:

Provides greater housing choice:

Addresses minority concentration & low-income area considerations:

#### **Source-of-Income Protections:**

Confirm the project does **not exclude** applicants with Federal/State/local tenant-based rental assistance.

Confirmed

### **SECTION 9: Support Services**

Describe support services available for residents:

Attach MOUs or agreements with service providers.

Explain financial sustainability of services:

### Updated Periods of Affordability

HOME Investment per Unit	Minimum Period
< \$25,000	5 Years
\$25,000-\$50,000	10 Years
>\$50,000	15 Years
New Construction	20 Years

### APPLICANT CERTIFICATION

I hereby certify that all information provided in this application, including all attachments and supporting documentation, is true, complete, and accurate to the best of my knowledge. I further acknowledge that any material misrepresentation or omission may result in the denial of this application or the termination and repayment of HOME funds.

I also certify that the proposed project will be carried out in full compliance with all applicable requirements of the HOME Investment Partnerships Program, including the Final Rule effective February 5, 2025, and applicable regulations under 24 CFR Part 92, as well as all related Federal, State, and local laws, regulations, and policies governing the use of HOME funds.

By signing below, the applicant affirms compliance with these requirements and agrees to maintain all records necessary to demonstrate such compliance.

**Printed Name / Title**

**Organization**

**Signature**

**Date**

## **ATTACHMENT CHECKLIST**

Mark **Attached** or **N/A** for each item.

### **General**

**Attached** or **N/A**

Detailed Project Budget

Site Control Documentation (deed, option, purchase contract)

Organizational Capacity Statement

Certifications (Fair Housing, Lead-Based Paint, Section 504)

Independent Third-Party Market Study

Letters of Support & Community Meeting Evidence

### **Project-Specific**

**Attached** or **N/A**

Architectural Plans / Preliminary Drawings

Construction Cost Estimates

Scope of Work (Owner-Occupied Rehab)

Property Condition Assessment

Program Guidelines (TBRA)

Sample Lease Agreement (TBRA)

### **New (2025 Final Rule) Attachments**

**Attached** or **N/A**

HOME Tenancy Addendum (*Rental / TBRA / Security Deposit Assistance*)

CO & Smoke Detection Compliance Plan

Inspection Sampling Plan & Standard (NSPIRE or HUD-approved alternative)

Utility Allowance Method & Schedule (*HUD model / PHA / HUD-approved*)

TBRA Rental Assistance Contract Template (tri-party or two agreements)

Green Building Standard documentation (if claiming up to +10% max per-unit subsidy)

Pre-Commitment Soft Costs (*documentation + written-agreement language*)

**Required Attachments (General)**

**Attached or N/A**

Detailed Project Budget

Site Control Documentation

Organizational Capacity Statement

Certifications (Fair Housing, Lead-Based Paint, Section 504 Accessibility)

Independent Third-Party Market Study

Letters of Support & Meeting Evidence

**CHDO Applicants**

**Attached or N/A**

CHDO Certification Documentation

Org Chart & Key Staff Resumes

Evidence of Board Composition (including low-income representation; no statewide service area)

Financial Statements (most recent fiscal year)

Policies & Procedures related to CHDO activities