



Housing & Supportive Services (HSS)

HOME Investment Partnerships Program (HOME)

Application and Program Guide

Effective May 20, 2026

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Hernando County HOME Application and Program Guide



HOME Program Compliance Requirements (Summary)

This guide provides instructions for completing the updated 2026 HOME Application. All applicants must follow HOME regulations, including Section 3, MBE/WBE outreach, Build America Buy America (BABA), Environmental Review, Affirmative Fair Housing Marketing, and Davis-Bacon where applicable.

How to Apply

- Complete the 2026 HOME Application (Sections 1–9).
- Include all items in the Attachment Checklist.
- Submit your full application package to Housingandsupportiveservices@hernandocounty.us.

Section 1 – Applicant Information

Provide full organizational information, UEI number, organization type, years of operation, mission, and HOME experience. Attach IRS documentation and CHDO certification if applicable.

Section 2 – Project Identification

Section 2 of the HOME Application collects detailed information needed to classify the project, verify its eligibility under HUD’s HOME Program regulations, and determine how the project complies with all applicable requirements. Applicants are required to:

1. Identify the Eligible Activity Type

Select the HOME-eligible activity that best describes the proposed project. Options include:

- New Construction – Affordable Homeownership
- Rental Housing Development
- Tenant-Based Rental Assistance (TBRA)
- Owner-Occupied Rehabilitation
- CHDO Activity

Applicants must choose one activity and ensure that all subsequent project documentation matches HOME requirements for that activity type.

2. Provide the Project Name and Full Address

Applicants must provide the official project name and the physical address (or parcel identification if an address is not yet assigned). This establishes geographic eligibility, confirms the project is within the jurisdiction, and allows the County to initiate environmental review procedures.

3. Identify the Target Population (AMI Level)

Applicants must specify the target Area Median Income (AMI) population that the project will serve.

Examples include:

- ≤30% AMI
- 31–50% AMI
- 51–80% AMI

AMI targeting affects scoring, compliance requirements, and allowable rents. Projects serving lower-income households may receive priority under the County's scoring criteria.

Priority Target Areas within Hernando County

- ZIP code 34602
- ZIP code 33523
- ZIP code 33597
- Kass Circle Redevelopment Agency Area

Projects serving households at:

- ≤30% AMI — Highest Priority (Updated)
- 31%–50% AMI — Secondary Priority
- 51%–80% AMI — Standard Eligibility

This update better aligns with extremely low-income housing needs in Hernando County and current HOME Program affordability goals.

These areas are designated as priority locations for revitalization, accessible services, and targeted federal investment.

4. Provide a Detailed Project Timeline

Applicants must outline the proposed start and end dates for major project milestones, including acquisition, construction/rehab, leasing, and completion. The County uses this information to determine project readiness, funding feasibility, and compliance with HUD commitment and expenditure deadlines.

5. Indicate Whether the Project Qualifies as a Small-Scale Rental Project

Applicants must indicate “Yes” or “No” if the rental project contains **1–7 units**, which qualifies it for streamlined monitoring under updated federal rules.

6. Identify Green Building Features (If Applicable)

If the project includes green building or energy-efficiency features, applicants must:

- Check “Yes”
- Describe each green feature in detail
- Attach supporting documentation

Projects may be eligible for **up to a 10% increase in the maximum per-unit subsidy** for qualifying standards under the new HOME rule.

Examples of Green Building Features

Below is a list you can include in your guide to help applicants understand what qualifies as a “green building feature” for HOME Program purposes:

Energy Efficiency Measures

- ENERGY STAR–rated windows, doors, appliances, or HVAC systems
- High-efficiency heat pumps or mini-split systems
- Enhanced insulation exceeding minimum code (e.g., spray foam or high-R batts)
- Air sealing to reduce building envelope leakage
- Energy-efficient lighting such as LED fixtures throughout

Water Conservation Features

- EPA WaterSense-certified faucets, toilets, and showerheads
- Low-flow or dual-flush toilet systems
- Drought-resistant/native landscaping to reduce irrigation needs
- Rainwater harvesting or reclaimed water irrigation (if allowed locally)

Indoor Environmental Quality Improvements

- Low- or no-VOC paints, adhesives, sealants, and flooring
- Mold-resistant drywall and materials
- Enhanced ventilation systems meeting ASHRAE standards
- Hardwired carbon monoxide/smoke detectors (required for some projects)

Note: The 2026 HOME rules include CO/smoke detection compliance as an inspection item.

Sustainable Materials & Construction Practices

- Use of recycled-content or locally sourced building materials
- Durable, long-lifespan materials reducing replacement frequency
- Construction waste recycling/diversion plans
- Low-embodied-carbon materials (e.g., certain cladding, wood products)

Site & Design Efficiency

- Solar photovoltaic panels or solar-ready electrical infrastructure
- Cool roofs or reflective roofing materials
- High-efficiency hot water systems (tankless or heat-pump water heaters)
- EV charging readiness (conduit or infrastructure)

Resilience Features (Aligned with HUD Resiliency Priorities)

- Impact-rated windows (where applicable)
- Stormwater runoff controls
- Flood-resistant materials below base-flood elevation
- Backup battery systems for critical loads

7. Describe Community Land Trust (CLT) Involvement (If Applicable)

If a CLT structure will be used, applicants must:

- Indicate “Yes”
- Describe the CLT’s structure
- Explain long-term affordability mechanisms (ground lease, deed covenant, purchase option)
This ensures HOME-assisted units maintain affordability and meet resale/recapture standards.

8. Demonstrate Compliance with HOME Activity Requirements

Applicants must provide narrative justification explaining how the project meets HOME eligibility and compliance criteria—this may include:

- Compliance with property standards
 - Verification that eligible costs are included
 - Assurance that tenant protections (where applicable) will be enforced
 - Affirmation that income-eligible households will be served
 - Confirmation that the project will meet affordability period requirements
 - Evidence that the proposed activity is allowed and feasible under HOME regulations
- This section helps verify that the proposed project aligns with HUD standards before further review by the County.

Section 3 – Funding Request

Section 3 collects all financial information necessary for determining project feasibility, eligibility, and compliance with HOME Program rules. Applicants must provide a complete and detailed financial picture of the project, including sources, uses, soft costs, timing, and supporting documentation.

1. Total Project Cost and HOME Funds Requested

Applicants must specify:

- The total development cost of the project
- The exact amount of HOME funds requested

2. Identification of All Funding Sources

Applicants are required to list every funding source included in the project budget, including:

- Federal, state, or local grants
- Bank loans, LIHTC equity, private financing
- Deferred developer fees
- Partner contributions
- In-kind contributions (if applicable)

For each funding source, applicants must provide:

- Name of funding source
- Amount contributed
- Status (Committed or Pending)

Funding sources must be entered in the table included in the application. Project feasibility is evaluated based on the strength of committed funds. Award letters for *committed* sources must be attached.

3. Pre-Commitment Soft Costs

Applicants must list any eligible pre-commitment soft costs incurred within 24 months prior to the HOME commitment. These costs are only reimbursable if included in the written agreement and may include:

- Environmental studies, reviews, or assessments
- Title evidence
- Legal fees
- Accounting fees
- Lender origination fees
- Credit reports
- Appraisals (private or lender-required)
- Independent cost estimates
- Zoning or planning filing fees
- Other third-party lender/underwriter reports

Applicants are required to calculate and list the Total Pre-Commitment Soft Costs Proposed.

4. Green Building Documentation (if applicable)

If the applicant checks “Yes” for the green building standard, they must:

- Identify the proposed green building standard
- Attach supporting documentation demonstrating how the standard will be met
- Include all green features in the project description and budget

Eligible projects may receive up to a 10% increase in maximum per-unit subsidy if the features meet HOME requirements.

5. Income Verification Method

Applicants must explain how income will be verified for households served, selecting one of the following methods:

- Review of source documents (pay stubs, tax returns, bank statements, etc.)
- Safe harbor methods, including acceptance of income verified by LIHTC, TANF, Medicaid, or other approved programs

Applicants must also describe:

- Timing of income certification
- Procedures for documenting and maintaining files

6. Budget Categories for Requested HOME Funds

Applicants must break down the requested HOME funding into specific **budget categories**, using the HOME funds budget table contained within the application. Common categories include:

- Acquisition
- Rehabilitation / Construction

- Relocation (if applicable)
- Developer fee (subject to cap)
- Soft costs eligible under HOME
- CHDO-specific eligible costs (if applicable)

Each category must clearly reflect the amount of HOME funds requested.

7. Estimated Expenditure Timeline

Applicants must provide a detailed expenditure timeline showing the anticipated timeframe for each funded activity. The table in the application requires:

- Activity description
- Start date
- End date

HUD mandates timely expenditure of HOME funds.

Section 4 – Project Description & Compliance

Section 4 provides the County with a comprehensive understanding of the project’s scope, objectives, community benefits, and regulatory compliance. Applicants must provide a thorough narrative explaining how the project meets HOME Program rules under the 2025 Final Rule, including standards for affordability, property conditions, monitoring, and tenant protections.

1. Project Narrative (Purpose, Goals, Community Impact)

Applicants must provide a clear and detailed narrative describing:

- The purpose of the project, including the problem or community need it will address
- Primary goals, such as increasing affordable units, serving specific income groups, or stabilizing neighborhoods
- Community impact, which may include economic benefits, improved housing quality, reduced overcrowding, or increased housing options for vulnerable populations

This narrative should align with the project activity type selected in Section 2 and demonstrate how the project contributes to local housing priorities.

2. Demonstration of Compliance with HOME Requirements

Applicants must explain how the project complies with all applicable HOME rules, including:

- Eligible use of HOME funds
- Meeting required property standards at project completion
- Ensuring units are designated for income-eligible households
- Following environmental review requirements
- Aligning the project design with HOME-funded activity categories

This narrative helps ensure the project aligns with HOME eligibility **before** commitment of funds.

3. Affordability Period

Applicants must specify the required HOME affordability period, which is determined by:

- The amount of HOME investment per unit (e.g., < \$25,000 = 5 years; > \$50,000 = 15 years)
- Whether the activity is rehab or new construction (new construction = 20-year minimum)

Applicants must confirm they understand and will comply with these affordability durations, including maintaining income eligibility and rent restrictions for the entire period.

4. Property Standards & Inspection Requirements

Applicants must describe how the project will meet property standards and inspection protocols at completion and throughout the affordability period. Requirements include:

NSPIRE or HUD-approved alternative inspection standard

- Applicants must select which inspection standard will be used and provide a compliance plan.
- For projects using NSPIRE, applicants must provide a sampling methodology:
 - Projects ≤ 20 HOME units: inspect at least 4 units
 - Projects 20–130 units: inspect 20% of HOME units
 - Projects > 130 units: follow HUD NSPIRE sampling protocol

CO & Smoke Detection Requirements

Applicants must explain:

- Whether devices will be hardwired (required for new construction)
- Whether sealed 10-year battery units will be used (allowed in certain rehab/homeownership cases with written exception)
- How installation will comply with HOME and local code requirements

Post-Acquisition Rehab Timeline (Homeownership Projects)

If the project involves purchasing substandard housing, the applicant must provide a plan to:

- Bring units up to property standards within 6 months
- Explain if a 12-month extension may be needed, with justification

5. Accessibility, Lead-Based Paint, and Hazard Compliance

Applicants must describe how the project will comply with:

- Section 504 accessibility requirements
- Fair Housing Act design and construction standards
- Lead-based paint regulations, including testing, clearance, and safe-work practices

This description should include the number of accessible units (if applicable) and planned accessibility features.

6. Tenant Protections & Required Tenancy Addenda

Applicants must identify which HOME Tenancy Addendum applies to the project:

- Rental Housing Tenancy Addendum
- TBRA Tenancy Addendum
- Security Deposit Assistance Tenancy Addendum

Applicants must also describe how they will comply with the required tenant protections, including:

- Providing written notices of adverse actions
- Prohibiting retaliation and unreasonable interference
- Following good-cause termination standards

These protections must be incorporated into project policies and lease documents.

7. Rent Alignment & Tenant Contribution Rules

Applicants must explain how rents will be structured to comply with HOME rent limits. For tenants assisted under other subsidy programs (e.g., Section 8), the applicant must comply with rules that allow tenants to:

- Pay 30% of adjusted income, or
 - Pay 10% of gross income
- while allowing the owner to accept full contract rent from the subsidy program.

8. Market Analysis & Feasibility

Applicants must summarize key findings from the attached third-party market study, including:

- Local demand for the proposed unit type and AMI range
- Comparable rents, vacancy rates, or market saturation
- Evidence the project is financially viable

This summary must align with the market study attached to the checklist.

9. Community Engagement Documentation

Applicants must describe community engagement efforts and attach documentation, which must include:

- At least **five (5) letters of support**
- Public meeting evidence (sign-in sheets, agendas, etc.)
- Notes or summaries of neighborhood or stakeholder feedback

This demonstrates community backing and alignment with local housing priorities.

Section 5 – CHDO-Specific Requirements

This section must be completed **only by applicants seeking Community Housing Development Organization (CHDO) set-aside funds**. CHDOs must meet strict federal requirements under the HOME Final Rule and must demonstrate capacity, accountability, and organizational structure that align with HUD standards. The information submitted in this section determines whether the organization qualifies for CHDO designation and whether the proposed project meets CHDO activity requirements.

1. CHDO Certification Documentation

Applicants must indicate whether they are a currently certified CHDO:

- Select Yes or No in the certification field.
- If Yes, the applicant must attach current CHDO certification documentation from the County.
- If No, the organization must apply for CHDO certification before seeking CHDO set-aside funds.

This ensures that only eligible nonprofit organizations receive funds reserved specifically for CHDO development activities.

2. Organizational Capacity Requirements

Applicants must demonstrate that the organization has the necessary experience and staffing to successfully carry out the proposed HOME-assisted project. The application requires:

- A detailed organizational capacity statement
- Staff qualifications, including resumes or summaries of relevant housing development, construction management, or program management experience
- Confirmation that paid staff (not volunteers) are responsible for key CHDO activities
- A description of how any volunteers will supplement staff—not replacing essential functions

HUD requires CHDOs to have demonstrated experience, capacity, and staff expertise in affordable housing development.

3. CHDO Role in the Proposed Project

Applicants must identify the CHDO's specific project role, choosing one of the following:

- Developer
- Owner
- Sponsor

Each of these roles carries different federal compliance obligations, and applicants must ensure their involvement aligns with HOME regulations governing CHDO activities.

4. Board Composition & Accountability Requirements

CHDOs must meet federal board accountability requirements. Applicants must confirm:

- The board includes low-income community representatives

- The service area includes Hernando County specifically—not a statewide service area
- Board composition documents are attached, including:
 - Board roster
 - Identification of low-income representatives
 - Documentation supporting their eligibility (e.g., residency or representation of low-income community interests)

These requirements ensure the CHDO is accountable to the low-income community it serves.

5. CHDO Ownership Requirements (If Applicable)

If the CHDO will own the property—particularly through a ground lease structure—the application requires:

- Confirmation that the CHDO has (or will have) site control for the full affordability period
- An understanding that any transfer of ownership is restricted and may only occur to another nonprofit if the CHDO loses capacity
- Documentation of the ownership structure (fee simple, ground lease, CLT partnership, etc.)

This ensures that CHDO-funded units remain under nonprofit control throughout the required HOME affordability period.

6. Required Attachments for CHDO Applicants

Applicants must attach all applicable CHDO-related documents, which may include:

- CHDO certification
- Organizational chart
- Key staff resumes
- Board composition documentation
- Proof of low-income community accountability
- Financial statements (most recent fiscal year)
- CHDO policies and procedures related to development, ownership, and project management

These documents help verify the organization’s compliance with federal CHDO standards and capacity to execute HOME-assisted development.

Section 6 – Development Details

Section 6 provides a comprehensive breakdown of the physical and operational characteristics of the proposed development. The purpose of this section is to ensure that the project is feasible, compliant with HOME requirements, and appropriately designed for the targeted population. Applicants must supply detailed data on units, amenities, accessibility features, utility structure, and inspection plans.

1. Unit Mix by Area Median Income (AMI)

Applicants must complete the unit mix table showing **how many units at each bedroom size** (SRO, 1-BR, 2-BR, 3-BR, 4-BR) will be designated at each AMI tier:

- ≤30% AMI
- 31–50% AMI
- 51–80% AMI

This information is used to confirm that:

- The project serves income-eligible households
- Unit distributions align with HOME rent limits and affordability requirements
- The project complies with County and federal targeting priorities

The HOME Application provides the full AMI/bedroom unit mix table for applicants to complete.

2. Accessibility Features (Section 504 / Fair Housing / ADA)

Applicants must describe all physical accessibility features included in the project. This may include:

- Units designed to meet Section 504 mobility or sensory accessibility requirements
- Accessible common areas, such as ramps, ADA-compliant restrooms, elevators, or tactile indicators
- Fair Housing Act design standards (for new multifamily housing)
- Number and location of 504-compliant units within the unit mix table

The HOME Application also requires applicants to confirm compliance with:

- Lead-Based Paint rules
- Accessibility and hazard mitigation standards required by HUD

3. Amenities (Common & Unit-Level)

Applicants must list all amenities that will be available to residents. These may include:

- Community rooms, meeting rooms, or shared learning spaces
- Playgrounds, outdoor recreation areas, or gardens
- On-site laundry facilities
- Security systems or controlled access
- Transportation accommodations (bike racks, parking, bus access)

Amenities should be consistent with the needs of the target population and comparable to similar projects in the area.

4. Utilities & Utility Allowance Method

Applicants must indicate how utilities will be handled and select the utility allowance method used for determining rent compliance. Options include:

- HUD Utility Schedule Model
- Applicable Public Housing Authority (PHA) utility allowance
- HUD-approved alternative method

Applicants must also attach:

- The chosen utility allowance schedule
- Documentation showing how the calculation was performed (if applicable)

The HOME Application emphasizes that:

*Cable and broadband are **not utilities** and may not be included in utility allowances.*

5. Inspection Sampling Plan & Inspection Standard

Applicants must identify the applicable inspection standard (NSPIRE or HUD-approved alternative) and provide a sampling plan. Standards include:

Inspection Sampling Requirements

- Projects ≤ 20 HOME units: Inspect at least 4 units
- Projects 20–130 HOME units: Inspect 20% of HOME units
- Projects > 130 HOME units: Follow NSPIRE sampling methodology

Applicants must also attach:

- A full inspection sampling plan
- The selected inspection standard (NSPIRE or alternative) and any acceptance documentation

This ensures that the project has a feasible and compliant monitoring strategy.

6. Feasibility Documentation (Market Study Summary)

Applicants must provide a summary of the **third-party market analysis** attached to the Application Checklist. This summary must include:

- Demand for unit types (by AMI and bedroom size)
- Comparable properties and rent comparisons
- Market vacancy rates and absorption trends
- Confirmation that the project is financially feasible

The full third-party market study must be attached separately as part of the Application Checklist.

7. Additional Development Detail Requirements

Applicants must also provide information on:

- Section 504-unit count (enter number of accessible units)
- Utilities included or excluded from rent (for calculation purposes)
- Amenities list (common areas, outdoor space, energy-efficient features, etc.)
- NSPIRE standard compliance plan, which may include carbon monoxide/smoke detector details
- Unit design features, if applicable (e.g., energy-efficient construction, green building components consistent with Section 2)

These requirements ensure a comprehensive understanding of the project's physical and operational plan.

Section 7 – Site Control

Section 7 is a critical compliance component of the HOME Application. HUD requires that applicants **demonstrate site control** and certify that **no choice-limiting actions (CLAs)** have occurred prior to the completion of the environmental review and receipt of the official Release of Funds (ROF). This ensures the project remains eligible for federal funding and does not violate 24 CFR Part 58 environmental regulations.

1. Documentation of Site Control

Applicants must clearly indicate whether they own the land on which the HOME-assisted project will be developed:

If the applicant owns the site:

They must attach proof of ownership, which may include:

- Recorded deed
- Title commitment or title policy
- Settlement statement (HUD-1 or Closing Disclosure)

If the applicant does *not* yet own the site:

They must describe and attach documentation of their form of site control, which may include:

- Option contract
- Purchase and sale agreement
- Ground lease or long-term leasehold agreement
- Letter of intent (if accepted by the County as interim documentation)

Documentation must demonstrate:

- Control of the site for a sufficient term
- Right to develop the property
- No expiration dates that would threaten project feasibility

This establishes project readiness and ensures the County can move forward with environmental review.

2. Certification of No Choice-Limiting Actions (CLA Certification)

Applicants must sign a formal Choice-Limiting Actions (CLA) Certification confirming that no prohibited actions have occurred or will occur prior to environmental clearance and HUD Release of Funds. The certification confirms that the applicant has not undertaken any activities that would preclude the independent environmental review, including but not limited to:

Prohibited actions include:

- Land acquisition (if HOME funds may be used for acquisition)
- Execution of construction contracts

- Physical work on the site, such as:
 - Demolition
 - Excavation
 - Clearing or grading
- Issuing or pulling building permits prior to environmental clearance
- Execution of leases or marketing the project to tenants
- Any action that commits or expends funds (public or private) in a way that assumes approval of the project

These actions are considered “choice-limiting” because they imply that the project has already begun or will proceed regardless of the outcome of the environmental review. This is strictly prohibited under federal rules.

The application contains the following required certification statement, which must be signed and dated:

“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, or marketing/leasing before clearance.”

3. Why the Certification Matters

Signing this certification ensures that:

- The project remains eligible for HOME funding
- No federal environmental regulations are violated
- HUD can legally release funds after the County completes required environmental reviews

Any violation of this requirement may lead to:

- Project ineligibility
- Repayment of funds
- Delays in the approval process

4. Applicant Signature Requirement

The CLA Certification must include:

- Printed name of authorized signatory
- Title
- Organization name
- Signature
- Date

This signed certification becomes a legally binding document within the HOME application package.

Section 8 – Fair Housing

Section 8 requires applicants to demonstrate how the proposed project actively supports Fair Housing goals, expands housing choice, and complies with federal nondiscrimination laws. HUD requires that HOME-funded projects affirmatively further fair housing and do not contribute to segregation or exclusion. Applicants must address each of the following areas in their narrative.

1. Promotion of Housing Choice

Applicants must describe how the project increases meaningful housing choice for low-income households.

This may include:

- Providing affordable units in neighborhoods with access to transportation, employment centers, quality schools, or services
- Expanding housing opportunities for vulnerable populations (e.g., persons with disabilities, seniors, extremely low-income households)
- Offering a variety of unit sizes, accessible units, or supportive service options
- Adding affordable housing in areas where such housing is limited

The narrative should clearly show how the project strengthens fair housing choice within Hernando County.

2. Compliance With Fair Housing Act Requirements

Applicants must explain how the project will comply with the **Fair Housing Act (FHA)** and other nondiscrimination laws. This includes ensuring the project does not discriminate based on:

- Race
- Color
- National origin
- Religion
- Sex
- Familial status
- Disability

Additionally, applicants must confirm compliance with applicable federal design and construction requirements, such as:

- Accessible common areas and routes
- Adaptive design elements
- Accessible public/common use facilities

For multifamily rental projects, adherence to both the Fair Housing Act design requirements and Section 504 accessibility standards must be discussed.

3. Addressing Minority Concentration & Low-Income Areas

The applicant must describe how the project's location:

- Avoids increasing minority concentration in already segregated areas

- Helps reduce racial or economic segregation (if applicable)
- Increases access to higher-opportunity areas
- Does not disproportionately concentrate low-income tenants in specific neighborhoods

Applicants should explain why the selected site is appropriate, including factors such as:

- Market need
- Neighborhood characteristics
- Access to community resources
- Alignment with local planning and housing goals

Projects should demonstrate that they are not contributing to patterns of segregation or disproportionate siting in low-income areas without justification.

4. Non-Discrimination Toward Voucher Holders (Source-of-Income Protections)

Applicants must confirm that the project does not exclude applicants with federal, state, or local tenant-based rental assistance. The application specifically requires the applicant to certify:

“The project does not exclude applicants with Federal/State/local tenant-based rental assistance. Confirmed.”

This includes, but is not limited to:

- Housing Choice Vouchers (Section 8)
- TBRA vouchers
- VASH
- State or locally funded rental subsidies

Projects must not impose additional screening criteria that effectively disqualify voucher holders (e.g., minimum income rules that ignore the subsidy portion).

5. How the Project Will Affirmatively Further Fair Housing (AFFH)

Applicants should describe steps the project will take to affirmatively further fair housing, including:

- Outreach to diverse communities
- Accessible marketing materials
- Fair Housing signage and disclosures
- Non-discriminatory tenant selection procedures
- Reasonable accommodation policies

These components ensure that the project meets federal AFFH obligations.

6. Documentation & Attachments

Although Section 8 itself does not require attachments, related documentation must appear in the Attachment Checklist, such as:

- Certifications related to Fair Housing
- Accessibility documentation (Section 504, FHA design compliance)
- Utility allowance method (if relevant to rent structure)

Section 9 – Support Services

Section 9 collects information on the **supportive services** that will be offered to residents as part of the HOME-assisted project. HUD requires that, where supportive services are proposed or necessary for the target population, applicants demonstrate the capacity, partnerships, and financial sustainability to deliver these services throughout the affordability period. Applicants must provide a comprehensive description of services, formal provider agreements, and a sustainability plan.

1. Description of Resident Support Services

Applicants must provide a detailed overview of all services that will be available to residents, which may include (as applicable):

Housing Stability Services

- Case management
- Housing navigation or retention services
- Eviction prevention assistance
- Crisis intervention

Economic Mobility Services

- Employment readiness programs
- Job training or skill development workshops
- Financial literacy or credit-building programs
- Benefits enrollment assistance

Health & Wellness Services

- Behavioral health services
- Substance-use counseling
- Preventive health screenings
- Wellness programming

Family & Youth Services

- After-school programs
- Parenting support or family counseling
- Childcare or childcare referral services

Senior/Disability Services

- Accessibility assistance
- In-home support coordination
- Transportation assistance
- Health monitoring programs

Applicants should tailor services to the project's target population (e.g., seniors, extremely low-income households, persons with disabilities).

2. Memorandums of Understanding (MOUs) or Service Provider Agreements

Applicants must attach MOUs or partnership agreements with each service provider. These agreements must:

- Identify the provider organization name

- Describe specific services offered
- Define frequency and method of service delivery (on-site, virtual, referral-based)
- Outline roles and responsibilities of each partner
- Include duration of the agreement, ensuring alignment with the project's operational period
- Confirm there is no duplication of services and that partners are qualified

The County uses these documents to verify that services committed in the application are backed by formal, enforceable partnerships.

3. Long-Term Sustainability of Services

Applicants must explain how the proposed services will be **funded and sustained** over time. This narrative must describe:

Financial Sustainability

- Funding sources (grants, operating budget, service contracts, philanthropy)
- Multi-year funding commitments, if applicable
- Plans to secure future funding when initial commitments expire
- Whether HOME funds will support service delivery (note: HOME funds may not pay for ongoing services, so applicants must identify alternative sources)

Organizational Capacity

- Staff capacity to coordinate and monitor services
- Experience operating supportive programs
- Administrative systems for tracking participation and outcomes

Operational Feasibility

- How service delivery will be integrated into property operations
- How residents will access services (e.g., on-site office, scheduled visits, transportation support)
- A plan to assess service effectiveness and ensure continuous availability

This ensures that supportive services will remain functional and beneficial for residents throughout the affordability period.

4. Alignment With Project Goals and Target Population

Applicants must show how the services directly support the outcomes of the project and meet the needs of the residents being served.

This includes:

- How services reduce barriers to housing stability
- How resident needs informed service selection
- Expected outcomes for residents (e.g., improved employment, reduced turnover, increased community stability)

The description must demonstrate that resident services are intentional, relevant, and feasible.

Attachment Checklist

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
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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
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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