



**Lehigh County Affordable Housing Trust Fund
Notice of Funding Availability
February 8, 2019**

Lehigh County is pleased to announce the availability of funds for housing-based programs through the Affordable Housing Trust Fund. The funds for this program have been generated through the implementation of Ordinance 1996-120, as authorized pursuant to the Optional County Affordable Housing Funds Act of 1992, Act 137.

The amount of funding available in this round is \$425,000.

Project Eligibility

Lehigh County, through the Department of Community & Economic Development, shall grant Affordable Housing Trust Fund dollars to projects that address housing needs of Lehigh County residents whose income does not exceed 100% of the median income for Lehigh County. Such affordable housing efforts include, but are not limited to:

- Programs that increase homeownership;
- Programs that improve housing conditions and housing stock for homeowners and renters;
- Programs that increase the availability of affordable housing through development and/or preservation;
- Operating support for programs addressing the affordable housing needs of Lehigh County.
- Programs that need matching funds to secure HOME Investment Partnership funding;
- Second soft mortgage programs; and
- Employee assistance housing programs.

At least 20% of the available allocation shall be directed to non-profits to be used for individual homeowner housing projects, including soft second loan programs for individual homeowners.

Application Criteria

The following factors will be weighed in each application as they relate to the Affordable Housing Trust Fund goals:

- Number of individuals or groups served;
- Opportunities for long-term housing solutions;
- Proven program management capabilities and past successes;
- Programs for direct assistance versus administrative fees;
- Projects which leverage additional funding;
- Lehigh County geographic distribution capabilities;
- Ability to complete project within a 2 year timeframe from date of application.

Application Guidelines

An application must be submitted to be considered for funding through the Affordable Housing Trust Fund (AHTF). Organizations may submit more than one application. Different projects require separate applications.

Applications must be submitted on the applicant's letterhead and must be signed by the chief executive officer, chief administrative officer or the executive director. At a minimum, all applications must include the following:

- Applicant Information
 - Provide the organization's name, contact person, mailing address, email address, phone number and fax number.
- Description of Applicant
 - State whether the applicant is a public agency, a not-for-profit agency or a private agency. Please include the mission statement, a brief history and a list of board members.
- Program Summary
 - Provide a brief statement of not more than two pages summarizing the program and the intended objectives.
- Project Budget
 - Submit a proposed budget itemizing program expenses and revenue sources.
- Budget Narrative
 - Specify how AHTF funds will be used. Also describe how receipt of other funds, if any, may be contingent upon receipt of Affordable Housing Trust Funds. Specify potential extent of such matching funds. Indicate other funding sources for this program which have been applied for, which may have been received or are pending.
- Nature of Proposal and Description of Need
 - Describe the intent of your program, the nature of the group(s) you will be assisting and the type and extent of the needs you are intending to meet. Please be as specific as possible. Identify the location(s) of the target area(s).
- Applicant's Experience with Proposed Program
 - Explain how long the program has been in operation, the experience of the organization's staff and your level of success (and how that success is measured). If proposing a new program, give information on proposed staff, evaluation criteria and operational goals.

- Additional Information for Service-Related Projects
 - Program Goals
 - Provide an outline of quantitative goals for the program and the method to be used to determine that each goal was met. Should the applicant be awarded a grant, the goals and measurement methodology will be included in the contract. Applicants will be expected to report on the program's progress on an annual basis.

- Additional Information for Construction Projects
 - Certification of Completed Work
 - Prior to reimbursement, a County-appointed inspector will visit the property to verify that the work included within the reimbursement request has been completed. Should a Grantee already contract with a certified engineering or architectural firm to document the project's progress, the County will not appoint an inspector. Within the application, provide information related to your agency's contract with an applicable firm, or whether the County will need to appoint an inspector.
 - Pennsylvania Prevailing Wages
 - Non-exempt projects with an estimated value of \$25,000 or more shall pay Pennsylvania Prevailing Wages to construction workers. Within the application, acknowledge the applicability of prevailing wages to your project, or provide evidence that the proposed project is exempt from prevailing wages.

Financial Documentation as per Lehigh County Grant Policy

As per Ordinance 2017-131, all organizations requesting grant funding shall provide the following information as part of the request for funding. Please submit these documents via email or thumb drive. These documents will be posted on the County's website.

- The current and previous fiscal year's budget, including the actual revenues and expenditures for the previous year.
- Audited financial statements for the two (2) previous fiscal years.
- The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization.
- The total compensation of the organization's five (5) highest compensated individuals.
- A list of all funding sources and the total amount received from each funding source for the previous year.
- A list of all funding sources for the current year, and a list of all pending applications for funding, including the amount requested.

Application Submission

Applications must be received by 4:00 PM on Monday, February 25, 2019. Please submit 3 hard copies and 1 soft copy (via email or thumb drive) of the application to:

Lehigh County Government Center
Community Development Office – 5th Floor
17 South 7th Street
Allentown, PA 18101
lauriemoyer@lehighcounty.org
(610) 871-1964