



Housing Starts Initiative - Grant Application

The Lycoming County Board of Commissioners are seeking projects that address the ongoing market rate housing issues experienced nationally and felt locally within our region. Recent housing market analysis findings and stakeholder feedback cite a need for an increase in modernized housing stock to better diversify our current real estate market. This program is intended to complement already established housing efforts which currently offer programs for income-based housing rehabilitation, affordable housing, and senior housing; as well as to spur an increase in development and help reduce the impact of inflation on new home prices.

The Lycoming County Commissioners have established the following guidelines that must be met in order to be considered for potential funding from this program:

- The total grant award will not exceed or 33% of total eligible project costs as enumerated below in item #22, or \$500,000 – whichever is less.

The projects must:

- Be within the County's [designated growth area](#).
- Create a minimum of **10** buildable lots or units of constructed housing.
- For infill proposals, create a minimum of **3** units of constructed housing.
- Be completed within 2 years of grant award.

Eligible uses include:

- Funding for required public improvements as a result of the land development process.
- Funding for connections to public water and sewer facilities.
- For infill development which focuses on improving underutilized land within established communities, funding is also available for demolition of existing structures in addition to the above eligible uses.

In addition, the project cannot:

- Be located within any [regulatory floodplain \(Specifically areas within Flood Fringe and Floodway\)](#).
- Be utilized as a short-term rental property.

Section 1: Project Overview

1) Applicant Information:

Development Company Represented:

First Name:

Last Name:

Title:

Address:

City, State, Zip:

Email:

Phone:

Website URL (If applicable):

2) Federal Taxpayer ID Number: _____

If funds are awarded, you will need to register with the [System for Award Management \(SAM\)](#) and obtain a [Dun & Bradstreet D-U-N-S® Number](#) and also obtain a [CAGE number](#). If you are not familiar with this system, please contact ACED for information.

3) Organization Type: (Check box that applies)

Individuals

General Partnership

Limited Partnership

For-Profit Corporation

Not-for-Profit Corporation

Other: _____

4) Has this entity been formed yet?

Yes No

6) Is Applicant a Housing Consultant?

Yes No

5) Is Applicant the Project Owner?

Yes No

7) Is Applicant a Real Estate Developer?

Yes No

8) Name(s) of Individual(s), Principal(s) in the Corporation; or General Partner(s) in the Partnership:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

9) Designated Contact Person(s) for this proposal:

Name: _____ Name: _____

Phone / Fax No.: _____ Phone / Fax No.: _____

Email: _____ Email: _____

10) Project Name: _____

11) Project Location:

Address
City, State, Zip
Tax Parcel No.

12) Is the project located within the County's Designated Growth Area Boundary?

Yes No

13) Is the project located within a regulatory floodplain?

Yes No

14) Property Type:

Brownfield
Greenfield
Infill
Other

15) Is the property currently occupied?

Yes

**If yes, please describe the occupied status and briefly indicate how the development will facilitate relocation of tenants.*

16) Is Demolition Required?

Yes No

17) Ownership Option: (Select All that Apply)*

Rental
Fee Simple
Lease
Buildable Lots
Other:

** Short-term rental projects (such as VRBO or Air BNB are not eligible)*

18) Housing Type:

Single Family
Condo

Semi Detached
Apartment

Townhome

19) How many housing units or buildable lots will be constructed as a result of this project?

20) As proposed, is this a phased project?

Yes No

21) Project Price Range Per Unit:

\$ _____ to \$ _____

22) Project Type (Select all that apply to this application.)

Demolition (Infill projects only)

Road Construction

Curb Construction

Required Improvements which are a condition of the Land Development Process.

Utility Construction/Connection

Tap-in fees

Other:

Other Project Type | Describe the Program/Project Scope of Work in Detail*

If you selected the "other" option above for project type, please give a brief description.

*The commissioners will review projects listed in the "Other" category to determine if they are consistent with the program goals and eligible for funding**

23) Procurement : Please certify that your organization has the ability to comply with the following regulations, which may be applicable to your project:

- Grantee shall comply with Davis Bacon Act or Pennsylvania Prevailing Wage Act regulations. For construction projects partially or fully funded with federal funds over \$2,000.00, the Davis Bacon Act shall apply. For construction projects where the total project cost is \$25,000.00 or more, the Pennsylvania Prevailing Wage Act shall apply.
- All federal, state, and local laws, rules, regulations and ordinances shall apply in the performance of your work, including competitive bidding.

Signature: _____

Section 2: Project Narrative / Site Information

24) Do you currently own the subject property?

Yes

If yes, please indicate the form of control:

Purchase option

Sales Agreement

Deed

Lease

No

If no: How do you plan to acquire the property?

How long will it take to acquire this property?

25) Track record for completing projects

Organizational and Financial Capacity: List developments (name/address) completed within the past five years. *Please also include financial statements for your organization for the last two full years and the most recent two federal tax returns for the organization.*

Development Name	Location	Type (Single Family, Townhouse, etc.)	No. of Units	Completion Date	Full Lease-Up Date	Current Occupancy Rate

26) Please include any relevant information to the success of your proejct.

Role for this project:

Developer

Architect

General Contractor

Attorney

Management Agent

Development: _____

Location: _____

Please use additional sheets as required. The above list is an accurate representation of projects completed for which (firm) is the (role). By completing this form, I acknowledge that (firm) intends to participate in this development as (role).

28) Proposed timeframe for project:

Estimated Start Date:

Site Control:

Pre-development:

Closing/Construction Start:

Sales/Lease-up Completion:

29) Development Team Information: Engineer / Architect / Contractor / Other (Legal, Management Team, Etc.)

Engineer: _____

Address: _____

Contact: _____

Telephone / fax: _____

Email: _____

Architect: _____

Address: _____

Contact: _____

Telephone / fax: _____

Email: _____

General Contractor: _____

Address: _____

Telephone / fax: _____

Email: _____

Other: _____

Address: _____

Telephone / fax: _____

Email: _____

30) Please list the public utilities that will serve the site:

Utility	Provider	Distance to Site
Natural Gas		
Electric Service		
Water		
Sewer		

31) Mission/Objectives: Please explain the rationale for this project – include the following:

- What community/market needs are being met by this proposal?
- How was that need identified?

32) Did you attach detailed project site plans or land development plans to submission package:

Yes No

Section 3: Community Impact and Development Information

33) Is a market study complete?

Yes No

If yes, please provide a copy upon submission. If no, please provide a narrative for how you've arrived at your desired price point per unit.

34) Please provide any (non-County) resale restrictions that this development will operate under.

35) Describe the positive and lasting impacts the proposed program/project will have in the county and the community in which this project is proposed:

36) Describe Measurable Outcomes (i.e. number of dwelling units established, economic impact, other funds leveraged):

37) Describe how the inclusion of County funds impact the anticipated price point of the buildable lot or constructed housing unit:

Section 4: Financing Information

38) Describe the status of funding for this project. Have sufficient funds, inclusive of the requested County funds, been committed/acquired to ensure project success?

Yes No

39) Please attached a copy of your funding package for this project (Other funding sources, investors, or loans):

40) Annual Organizational Budget Amount (\$): _____

41) Total Amount Requested (\$): _____

42) Describe why the requested funding is required in order to successfully complete this project – additionally please supply the itemized cost breakdown for the project type(s) selected above (in question No. 22):

43) Total Amount of Funds Secured (\$): _____

44) Total Project Cost (\$): _____

45) Estimated Start Date if awarded funding: (MM/DD/YYYY) ____/____/____

46) Estimated Completion Date: (MM/DD/YYYY) ____/____/____

47) Additional Notes: *Please feel free to add any additional information that will help us to consider your application.*

48) Signature:

By signing this application, I hereby certify that I am an authorized representative of the applicant and have the authority to submit this application on its behalf.

How to submit:

Should you have any questions, please don't hesitate to contact Maleick Fleming at by phone at 570-320-2115 or e-mail at housingstarts@lyco.org. Mailed correspondence can be sent to the following address:

Attn: Maleick Fleming
Planning & Community Development
48 West 3rd Street
Williamsport, PA 17701

Please *either* submit 4 hard copies of your grant application via mail to the attention of Maleick Fleming, Community & Economic Development Planner at the above address, *or* to expedite this effort, please forward a pdf. version of your grant application via e-mail to housingstarts@lyco.org. **The pdf. file size must not exceed 10 MB.** If your application exceeds this size limit, please contact us to set up an alternative solution.

Also, please note the following:

- The act of submitting this application does not necessarily guarantee the award of grant funding.
- All grant awards resulting from this program will be managed and enforced through a structured legal agreement between the County and the Awardee.