



TOWN OF BABYLON

FY: 2022

HOME INVESTMENT PARTNERSHIP PROGRAM DEVELOPER APPLICATION FOR OWNER-OCCUPIED AND RENTAL PROJECTS Instructions and Requirements

**TOWN OF BABYLON DEPARTMENT OF COMMUNITY DEVELOPMENT
200 E. SUNRISE HIGHWAY
LINDENHURST, NEW YORK 11757
CDPInfo@townofbabylon.com**

HOME Application Instructions and Requirements

To initiate an Agreement for HOME funds, the following information must be attached to the application, as specified, and provided to the Town of Babylon Community Development Department: **(In addition, Attachment A must be completed)**

1. Evidence of financial commitments for all sources of non-HOME funds.
2. Evidence that project is in compliance with local zoning.
3. Completed HOME Project Application.
4. Map showing site(s) of HOME assisted units.
5. Paid tax bill (if applicable).
6. Copy of Deed(s) or other suitable form of site control (e.g., contract of sale).
7. Resolution of applicant's governing body authorizing submission of application.
8. Certificate of Occupancy (if applicable).
9. Title Report Insurance (submit upon request).
10. Appraisal (if applicable)
11. All 72-H properties requesting HOME funds must submit an appraisal of the property after transfer from the Town of Babylon. For homeownership, sale price is subject to the guidelines listed in the quitclaim deed.

The utilization of HOME funds to acquire property or determine property value will require an appraisal. The following information is provided to guide the applicant regarding appraisal requirements. More detailed information can be obtained by contacting the Town of Babylon Community Development Department.

- a) All first time homebuyer projects require an appraisal at time of purchase. The sales price of a HOME assisted property to be acquired by a first-time homebuyer may not have a value that exceeds 95% of the area median purchase price the area for the type of housing being purchased (single family, condominium, manufactured home, etc.). Town of Babylon will make these purchase value limits available each year.

- b) IF REHABILITATION IS REQUIRED, the appraised value of the property after rehabilitation may not exceed 95% of the area median purchase price for that type of housing. The after rehabilitation value estimate should be completed prior to investment of HOME funds and appraisal after rehabilitation.
- c) For projects that utilize HOME funds for acquisition of property, the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) will be enforced. Therefore, any applicant planning to acquire property for the implementation of a HOME assisted project must contact the Town of Babylon prior to initiating the acquisition process to determine the applicant's responsibilities under the URA.

12. Environmental Reviews

The environmental effects of each activity carried out with HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA).

The Town of Babylon staff will complete the environmental review process as it pertains to the requirements of NEPA. The HOME applicant will be required to submit all necessary project information requested by the Town to complete this review. The Town will be responsible for obtaining the required release of funds approval from HUD for HOME activities.

No HOME funds can be committed for an activity without a HUD approved release of funds and an Environmental Review. Failure to obtain a release of funds will result in the Town not paying for an activity's cost.

13. Affordability Requirements

All units assisted with HOME funds must remain affordable for a minimum of the periods listed below. A lien will be placed on each unit assisted to meet the affordability requirements established by HUD and the Town of Babylon.

The following table outlines the required minimum affordability periods.

Rental Housing Activity If the total HOME investment or Direct Subsidy in the unit is:	The Period of Affordability is:
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000, or rehabilitation involving refinancing	15 years
New Construction or acquisition of newly constructed housing	20 years

Homeownership Activity If the total HOME investment or Direct Subsidy in the unit is:	The Period of Affordability is:
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000	15 years

14. **All applicants must enter into a HOME Agreement with the Town in order to receive HOME funding. The agreement will be prepared by the Town and will be available for review by the applicant prior to signature.**

Additional information to be submitted with application for HOME funding:

- Certificate of Incorporation (501 C3)
- Organization’s most recent Audit or Financial Statement
- W9
- DUNS Number

For assistance, please contact:

The Town of Babylon
 Department of Community Development
 200 E. Sunrise Highway
 Lindenhurst, NY 11757
CDPInfo@townofbabylon.com