



**BUNCOMBE COUNTY**

**AFFORDABLE HOUSING SERVICES PROGRAM: YEAR**

**ROUND INCENTIVES**

**EMPLOYEE HOUSING ASSISTANCE PROGRAM**

**DESCRIPTION AND APPLICATION**

**Fiscal Year ~~2015-2016~~ 2017-2018**

**~~Buncombe County~~  
~~Department of Planning and Development~~  
~~July 2012~~  
~~Updated May 2016~~**

## Introduction

The Buncombe County Commissioners have identified affordable housing as a priority. Affordable housing opportunities for all segments of the community are recognized as an important part of developing and maintaining a healthy economy and workforce.

The County has established the following goals for the Affordable Housing Services Program (AHSP):

- ✓ Increase the stock of affordable housing
- ✓ Preserve existing housing stock
- ✓ Reduce substandard housing
- ✓ Support homeownership initiatives such as down payment assistance programs

Through the AHSP, the County is offering several programs to promote these goals. Three of these programs are offered **year round**, including:

- Permit Fee Rebate Program
- Development Incentive Program (new for FY2013)
- **Employee Housing Assistance Program**

**This application is for the Employee Housing Assistance Program.**

In addition, the County administers a fourth program, which offers low interest loans to assist in the provision of decent, safe, and affordable housing. Applications for this program are accepted once a year. For further information on this and other Affordable Housing Service programs, contact the Buncombe County Department of Planning and Development at (828) 250-4830.



## Common Questions & Answers

As part of the County's Affordable Housing Services Programs (AHSP), Buncombe County Commissioners have designated funding to support the Employee Housing Assistance Program.

The purpose of the program is to assist County Employees with their housing needs.

<b>What type of employee is eligible?</b>	Recipients of the trust fund loans must be: Permanent full-time employees <b>-OR-</b> Part-time employees that have been employed for at least one year.
<b>Who is income eligible?</b>	Employees that earn the Area Median Income (AMI) or less are eligible for this program. Household size determines income limits.
<b>How can these funds be used?</b>	Eligible uses of funds include: <ul style="list-style-type: none"> <li>• Down payment assistance;</li> <li>• Home rehabilitation; or,</li> <li>• New construction.</li> </ul> <i>See full application for details on these uses.</i>
<b>How much can I borrow?</b>	Loans may be available for up to \$10,000.
<b>Do I need matching funds?</b>	No. In fact, you could be eligible for additional assistance funds from other sources depending on your income.
<b>What are the terms?</b>	<ul style="list-style-type: none"> <li>• Loans may be available for up to a five-year period.</li> <li>• Loans will have a 2% interest rate.</li> <li>• Loans will be secured with a Note and Deed of Trust placed on the property.</li> <li>• A loan repayment schedule will be established.</li> <li>• Loans can be repaid through payroll deduction.</li> </ul>
<b>Where can the funds be used?</b>	Homes must be within Buncombe County.
<b>Can I use these funds to purchase a second home?</b>	No. These funds are to be used for owner-occupied homes. The recipient of the funds must occupy the home.

# Program Overview

## Employee Housing Assistance Program

### Overview

Funding is available to assist Buncombe County Government employees with the purchase of a home within Buncombe County; the rehabilitation of essential systems within their owneroccupied home in Buncombe County; or, with construction of a home within Buncombe County.

### Eligibility

Permanent full-time and part-time employees who have worked for the County at least one year, and who earn less than the Area Median Income (AMI), are eligible to participate. Income limits are determined by household size.

**Area Median Incomes by Household Size (100% of AMI)**

Number of Persons in Household	Amount of Income (\$)
1	<del>40,600</del> <u>43,000</u>
2	<del>46,400</del> <u>49,100</u>
3	<del>52,200</del> <u>55,200</u>
4	<del>57,900</del> <u>61,300</u>
5	<del>62,600</del> <u>66,300</u>
6	<del>67,200</del> <u>71,200</u>
7	<del>71,800</del> <u>76,100</u>
8	<del>76,500</del> <u>81,000</u>

### Terms

Loans can be offered for up to \$10,000 at 2% interest, repayable through payroll deduction over a five (5) year period. Loans will be secured with a Note and Deed of Trust placed on the property. Recipients of funds through this program must occupy the home.

### Program Options

*Eligible uses of funds include:*

- *Downpayment Assistance;*
- *Home Rehabilitation, or*
- *New Construction.*

*See next page for further details.*

### **Downpayment Assistance**

Funding is available to assist employees in purchasing a home within Buncombe County. Homes must be located on real property that is sold with the home, or is already owned by the employee. Downpayment assistance is available to those persons who currently do not own their own home and property.

To apply for downpayment assistance, please provide the following:

- Address of home and property to be acquired

- Purchase price and owner's agreement to sell
- Date of closing
- Name, address and phone number of closing attorney
- Source(s) of other committed funds for purchase
- Completed one page application form (~~attached~~page-6)
- Proof of income eligibility (i.e., a copy of the employee's most recent income tax forms)

### **Home Rehabilitation**

Rehabilitation funding is available to employees for the repair or replacement of essential systems within their owner-occupied home. Essential elements include: roofing, plumbing, electrical systems, heating systems, structural repair, and home additions. Rehabilitation funds will be provided based on a contractor's estimate for each item to be repaired or replaced.

To apply for home rehabilitation funds, please provide the following:

- Address of home and property to be rehabilitated
- Tax value of home to be rehabilitated
- Contractor's estimate for items to be repaired or replaced
- Source(s) of other committed funds for rehabilitation
- Completed one page application form (~~page-6~~attached)
- Proof of income eligibility (i.e., a copy of the employee's most recent income tax forms)

### **New Construction**

New construction funds are available to employees who are having a home constructed on property they may already own. These funds will be provided based on a contractor's estimate for the construction of the home.

To apply for a new home construction loan, please provide the following:

- Address of home and property
- Contractor's estimate for home
- Source(s) of other committed funds for home construction
- Completed one page application form (~~page-6~~attached)
- Proof of income eligibility (i.e., a copy of the employee's most recent income tax forms)

**If you have other housing needs that do not fall within these categories, please complete the one page application form and indicate the type of assistance you may need.**

~Thank you for your interest~

# APPLICATION INSTRUCTIONS

## Employee Housing Assistance Program

You may complete the application form manually or electronically. It can be downloaded from the County's website

at: <http://www.buncombecounty.org/governing/depts/Planning/housing.aspx>.

Please detach and submit page 7 application only – in either printed form or via email. Additional printed documentation, photographs and maps may be attached to clarify the project description, experience of the developer, etc. Do not submit a cover letter. **There is no set deadline for these programs; applications will be accepted and evaluated year-round.**

### For applications submitted by hand or by mail:

- The original and one (1) copy application should be submitted to:  
Buncombe County  
Department of Planning and Development  
46 Valley Street Asheville,  
NC 28801
- All pages must be numbered.
- Applications should be fastened with a paper clip or other fastening that can easily be undone for copying. Please **do not** use binders, covers, staples, or page tabs.

### For applications submitted electronically:

- The completed application should be submitted via e-mail to:  
[Donna.Cottrell@buncombecounty.org](mailto:Donna.Cottrell@buncombecounty.org)
- Applications and attachments must be submitted in Microsoft Word or Adobe PDF format.
- Attachments should be in black/white and not larger than 8 1/2" x 14". If any pages are larger or in excessive color, do not submit application via e-mail.

The County reserves the right to act as sole judge of the content of the applications submitted for the County's evaluation and selection, and may, at its sole discretion, reject any or all applications.

The County will not be liable for any cost incurred in connection with preparation and submittal of any application.

Staff in the County's Department of Planning and Development will be happy to answer questions about the Affordable Housing Services Program, this form and the application process, but cannot help write proposals. The Department of Planning and Development can be reached via phone during regular business hours at (828) 250-4830.



# Buncombe County Employee Housing Assistance Program Application

Name: (Last) \_\_\_\_\_ (First,MI) \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Township: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone Number: (\_\_\_\_) \_\_\_\_\_ Home Phone Number: (\_\_\_\_) \_\_\_\_\_

County Department: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Full or Part Time: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Years of Employment: \_\_\_\_\_ Starting: \_\_\_\_\_ (mm/yyyy)

For which Program are You Applying (Circle One):

Downpayment Assistance

Rehabilitation

New Construction

Other Assistance (please specify): \_\_\_\_\_

Address of Property to be Purchased, Repaired, or Constructed (if different than address above):

Street Address: \_\_\_\_\_

City/Township: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you married? : Yes \_\_\_\_\_ No \_\_\_\_\_

How many people live in your household? \_\_\_\_\_

Please list name and relation of every member of your household:

	Name (First and Last)	Relationship
1		
2		
3		
4		
5		
6		