



HOUSING & REDEVELOPMENT AUTHORITIES  
OF CUMBERLAND COUNTY

*Better Places, Better Lives*

## Cumberland County Affordable Housing Trust Fund

### Funding Guidelines and Application Package

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#### OVERVIEW

Cumberland County is making funding available from its Affordable Housing Trust Fund (AHTF) to support the planning and development of new affordable housing, as well as site acquisition for future affordable housing development. These funds are open to non-profit and for-profit organizations, as well as individuals capable of providing affordable housing within Cumberland County. Applications will be accepted on a rolling basis until funds are fully committed.

The AHTF is governed by the Cumberland County Affordable Housing Trust Fund Board, which includes representatives from the county government and other key stakeholders. The Redevelopment Authority of the County of Cumberland provides staffing and administration for the Board and Fund.

Further information on eligible activities, application requirements, and funding priorities is provided in this document. Applicants are encouraged to review this document thoroughly and contact Mary Kuna, [mkuna@cchra.com](mailto:mkuna@cchra.com), 717-249-0789 Ext 118 with any questions.

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#### ELIGIBLE APPLICANTS AND ACTIVITIES

##### Eligible activities include:

- **Site Acquisition:** Funds may be used for purchasing land or property for affordable housing development targeting households earning at or below 80% of the Area Median Income (AMI).
  - **Predevelopment:** Funding for architectural and engineering fees, legal fees, feasibility analyses, permitting costs, and environmental assessments.
  - **Development:** Support for new construction, rehabilitation, and mixed-income/mixed-use projects. Funding levels vary based on affordability targets and project scope.
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## FUNDING PRIORITIES

The AHTF prioritizes projects that:

- Leverage other funding sources to extend impact.
- Provide deeply affordable housing for households earning 60% AMI or below.
- Align with Cumberland County's housing goals and community development plans.
- Incorporate community engagement strategies to ensure local support.

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## APPLICATION GUIDELINES AND REQUIREMENTS

Applications must include:

- **Completed Application Form** (see below)
- **Form W-9**
- **Organizational Chart** (if applicable)
- **Financial Statements and Audit Reports**
- **Articles of Incorporation** (for organizations)
- **Most Recent Tax Return or IRS 990 Form**
- **Evidence of Site Control (if applicable)**
- **Project Budget and Financial Commitment Letters**
- **Site Plan and Conceptual Drawings**

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## FUNDING APPLICATION FORM

**AHTF Funding Category:** ☐ Site Acquisition ☐ Predevelopment ☐ Development

### Applicant Information

- Organization/Entity Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Primary Contact Name: \_\_\_\_\_
- Primary Contact Email/Phone: \_\_\_\_\_
- Type of Entity: ☐ Non-profit ☐ For-profit ☐ Individual ☐ Other:

### Project Information

- Project Name: \_\_\_\_\_

- Project Address: \_\_\_\_\_
- Total Units: \_\_\_\_\_
- Number of Affordable Units: \_\_\_\_\_
- Development Cost: \_\_\_\_\_
- Target Population: ☐ Families ☐ Seniors ☐ Homeless ☐ Other: \_\_\_\_\_
- Amount of AHTF Requested: \_\_\_\_\_ ☐ Loan ☐ Grant

**Attach additional narrative describing the following (NARRATIVE IS LIMITED TO 5 PAGES):**

- 1. Project Description** Provide a summary of the project, including site details, target population, affordability level, and anticipated outcomes.
- 2. Zoning and Approvals** Describe zoning requirements and any approvals needed or obtained.
- 3. Project Timeline** List key milestones from start to completion.
- 4. Financing** Detail funding sources and the need for AHTF support.
- 5. Community Engagement** Explain engagement strategies and community involvement.
- 6. Development Team Capacity** Describe experience with similar projects.

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## SIGNATURE

I certify that the information provided is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SUBMIT COMPLETED APPLICATION via email or hard copy to:  
Cumberland County Housing and Redevelopment Authorities

Attn: Mary Kuna

[mkuna@cchra.com](mailto:mkuna@cchra.com)

114 N Hanover St. Carlisle PA 17013