



Dear Applicant:

Welcome and thank you for your interest in providing Community Planning and Development Programs within the City of Hampton.

As the City considers your application, please ensure your request clearly meets an eligible Activity/Objective. Unfortunately, applications which do not meet such eligibility, or are incomplete, cannot be considered. U.S. Department of Housing and Urban Development (HUD), thru the City, has intensive documentation and reporting requirements – please be aware of all Federal, State and Local requirements before applying.

Further, it may be possible that requests for funding will exceed Hampton's Entitlement. In support of reviewing all submitted applications for funding, the City has developed the following goals and applications ultimately recommended for approval will have clearly demonstrated the following, more so than requests which will not be recommended for funding:

- The amount of funding leveraged from other sources; HUD strongly urges a 3:1 match.
- Projects which have less administration and/or overhead costs as percentage of the total proposed budget. As part of the entitlement process, the City expects HUD requirements will significantly reduce funding administration costs.
- Funding for projects that complete previously funded and in-progress projects before beginning new projects;
- Project performance measurements that are obtainable and reportable; have realistic objectives and timeframes; and are financially feasible for the funds requested;
- Projects that will make a significant impact on the targeted neighborhood and/or population to be served;
- Provides a conservative budget with respect to estimating program income;
- The City of Hampton strongly recommends that when an activity calls for needing a homebuyer, all Sub-recipient Agencies partner together with a single community agency that specifically specializes in providing and qualifying first time home buyers. By combining these resources, the City hopes to develop a more efficient process ensuring a greater pool of eligible homebuyers will be available which will translate to greater opportunities for delivery and completion of activities. Again, please plan & apply accordingly.

We look forward to working together in partnership with you to improve the lives of all Hampton residents. Choose Hampton VA