**Gateways Housing Rehabilitation program**

**APPLICATION GUIDANCE**

The Gateways Housing Rehabilitation Program (GHRP) web-based application forms are available at: <http://madhcd.intelligrants.com>. If your community is a current DHCD grantee or applied for funds last year online, this page should be familiar. If not, follow the instructions for New Users and contact Mark Southard at (617) 573-1436 or Mark Siegenthaler at (617) 573-1331.

After successfully logging on to the system, applicants should select the View Opportunities button. Find the GRHP application for FY 2020 and click the Apply Now button. Agree to create a new application when prompted and click on the View Forms button which will bring up the application forms.

**General Writing Guidelines for Applications**

Responses must be submitted on-line using the Department’s web-based application system. **The easiest way to do this is to prepare, in advance, electronic versions of all narrative responses and then attach them to the corresponding section of the on-line application.**

• Several application questions allow for attachments. Applicants should use descriptive names for the attached documents e.g. “Public hearing minutes”, “Waiting list summary” (do not include resident names on waiting lists). Attachments will be accessible through dropdown lists. If the attachments carry only file names, it is more difficult to locate the information. If more than five files are attached, applicants should create a list of attachments so that it is clear what information is available in the attachments. Do not use any symbols in the attachment file names. **Be sure that attachment names match the name provided in the text. See page 21 for further guidance on the use of attachments.**

**APPLICATION MENU**

The application menu consists of a series of Forms which are the content of an application. The appropriate forms must be completed and **saved** in order to assemble a complete application.

**COMPONENT SELECTION**

At the top of the application menu screen is a link to the component selection form. The application packet materials for an activity - Construction, Rehabilitation, etc. will appear on screen only after the activity is selected on the component selection form. Select the Rehabilitation activity by checking the “Selected” box next to the activity title.

**APPLICATION COVER**

The Application Cover Sheet must be **printed and signed by the Chief Elected Official** or by the Chief Executive Officer (if so authorized by the city or town). The individual who signs the cover sheet must be the official who is authorized to obligate the city or town to legal contracts. If this is not the Chief Elected Official (i.e., Chairman of the Board of Selectmen or Mayor), furnish the appropriate documentation in an appendix, which verifies the contractual authority of the person who signs the application cover sheet. For joint applications, this would be the Chief Elected Official or Chief Executive Officer in the lead municipality. The applicant must submit the Print Version (click on the button at the top of the page) form of the Cover Sheet.

Municipalities seeking a joint or regional grant, i.e., two or more communities, must also submit the Joint Authorization Form. It must be signed by the Chief Elected Official of *every* municipality participating except for the Chief Elected Official of the lead municipality. The Chief Elected Official of the lead municipality signs the Application Cover Sheet.

The individual who signs the Joint Application Authorization sheet must be the official who is authorized to obligate the city or town to legal contracts. If this is not the Chief Elected Official (i.e., Chairman of the Board of Selectmen or Mayor), furnish the appropriate documentation in an appendix, which verifies the contractual authority of the person who signs the sheet.

**PROGRAM PACKET**

Communities apply for funds for rehabilitation activities by submitting information in the program packet specific to the type of activity requested.

A complete program packet is comprised of the following information:

• General information

Name of Program

Participating Municipalities

Eligible Activity description

• Threshold Requirements

• Program Description

• Program Budget Information including administrative costs and an attached, detailed budget.

• Competitive Questions (3)

Program Need

Program Feasibility

Program Design

The following information will provide the applicant with guidance on how to complete the program packet component of the GHRP application. Applicants should use the project packets to provide detailed information regarding proposed projects. Program Packets are first reviewed for compliance with the threshold requirements, and then for competitiveness.

**General Information**

The first section of a Program Packet requests information to identify the participating community(ies), the project name and the eligibility of the activity requested. Based on this selection and the Program Description, DHCD staff will confirm the eligibility of the requested activity.

The proposed program must be eligible for funding under the rules of the GHRP. The GHRP Notice of Funding Availability (NOFA) details the rules and requirements of the program.

**Benefit for Housing Rehabilitation Projects** - GHRP-assisted housing rehabilitation projects must benefit low-, moderate- or middle- income households (incomes not to exceed 110% of area median income) by providing them with safe, decent and sanitary housing. For such projects, grantees must collect and maintain information on household size and income to demonstrate that a low-, moderate- or middle-income household occupies housing units to be assisted with GHRP loans. Assisted units will be subject to a 15-year rental restriction, a 15-year resale/recapture restriction, or both.

In buildings with multiple units, GHRP assistance may only assist those units occupied by eligible households and such units’ proportional share of common area work. Applicants must describe the specific steps to be taken to ensure compliance with this requirement, including the income information that will be obtained from property owners, and the standards used to determine eligibility at the time of application to the local program.

**Program Description**

Provide a summary of the proposed project explaining the entire scope and essential elements of the project. If the GHRP funded program is part of a larger program include a description of the non-GHRP funded components. The program description, although not scored, is critical in helping reviewers to understand the entire proposed program and its eligibility. This description should be consistent with all packet information and may be used by DHCD to assess and insure program feasibility. **The program description should not include a repeat of the answers to the scored questions.**

**Budget Forms**

The program packet includes separate budget forms. Applicants should ensure that all dollar amounts included in the budget form are consistent with the cover sheet and all other associated information including the Summary Budget Sheet, in the application. The budget information provided will be used to confirm overall project feasibility.

**Competitive Questions**

There are three competitively scored questions in each program packet with several sub questions for each totaling 100 points. The questions ask for narrative responses as well as supporting documentation to back up the narrative. Examples of documentation may include but are not limited to photographs, windshield surveys, maps, architectural or engineering reports/ surveys, studies, demographic data, wait lists, letters of commitment or support, or other verified actions. Failure to provide supporting documentation, when requested by the applicable question, will result in a score reduction. In each packet, the applicant has the opportunity to justify the need for the program, and the feasibility of the program.

Applicants should review the Competitive Questions carefully and be sure that they are directly responding to the questions and items as they are written. Further, applicants should be clear in their descriptions and ensure that the descriptions are directly supported by the attached documents.

Within the Need, Feasibility and Design questions are the criteria that will be used to score the responses. **Note: A program that is considered not feasible will be eliminated from review and will not be scored.**

The three competitive questions are generally structured as indicated below.

**Question #1: Program Need (up to 35 points) - What is the need for the proposed project/program?**

Program Need requires applicants to document and describe the needs that will be addressed by the housing rehabilitation projects to be carried out with GHRP funds and the severity of those needs. Applicants will also be asked to describe and document how they have determined the scope and severity of needs overall and to identify potential projects that would use GHRP funds to satisfy the needs. Program need will be evaluated based on both the documented severity of need and the impact the potential projects will have on those needs. The response will be evaluated based on the following:

1. Clearly describes the current issues or problem to be addressed, and the needs/characteristics of the affected population.

2. Provides relevant and current description and documentation of the extent of the need and current conditions. Strength of the documentation will be considered. Documentation must be specifically referenced.

3. Describes the impact of the program on the defined need.

*The need for the project will be evaluated upon the extent to which the response clearly describes the need; demonstrates the severity of the need; and the strength of documentation provided to support both, as well as, demonstration of the impact the project will have on the need.*

*To the extent possible, photographs should be included as attachments.*

**Question #2: Program Feasibility (up to 30 points)**

Program Feasibility requires applicants to document and describe an understanding of the permitting and project management tasks necessary for the proposed rehabilitation activities, the procurement processes required to carry out the local program, the availability of all necessary funds and the readiness of the program to proceed, and completeness and reasonableness of the timeline. Program feasibility will be evaluated on the applicant’s ability to demonstrate the overall readiness of the rehabilitation program, management capacity and the ability of the applicant to make final selection of rehabilitation projects and to complete selected rehabilitation projects on a timely basis based upon a submitted schedule.

Demonstrate that the activity proposed is feasible by providing the following:

1. Program Budget and Program Oversight – Program budgets and staffing plans will be reviewed to ensure cost reasonableness and adequate management. Provide information to describe how the budget was developed and that the costs are reasonable and the staffing plan for the program is sound. Program staffing and operation structures should provide for adequate internal controls, compliance systems, delegation of duties and staff oversight.

2. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s).

3. List each milestone/action necessary to complete this program. As applicable, describe the milestone/action, provide the month it will be completed, and describe how the milestone/action will be achieved. Address overall program implementation and specific case management.

*Program feasibility will be evaluated on the extent to which the program is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within a reasonable grant period.*

**Question #3: Program Design – (up to 35 points)**

GHRP proposals must leverage local funds or property owner matching funds. Program proposals must favor properties that are owner-occupied as opposed to investor-owned. Program proposals must provide sliding scale repayment schedules based on income(s) of the recipient of the assistance.

Demonstrate that the Program Design will meet GHRP requirements by:

1. Describing the present status of the program design. Identify the existing or proposed program policies and documentation to be used or applicable to the program, including existing or proposed leveraging requirements.

2. Summarizing the operational program design – staffing responsibilities, procedures and monitoring of projects.

3. Detailing policies and requirements for lead paint abatement and single case waiver determinations.

*Program design will be evaluated on the extent to which the program clearly meets the design requirements for GHRP, can be effectively implemented and will result in rehabilitated unit consistent with the overall program intent.*

**Attachment Requirements:**

• Attachments must be placed in the section of the application that is applicable. All attachments related to the Competitive Questions should be in the Competitive Questions Attachments link for example.

• Do not include multiple copies of the same attachment.

• Attachments should support and document what is said in the narrative. Do not merely refer to the attachment and leave it up to the reader to discern the meaning of information contained in the attachment.

• Attachments should be clearly named and identified in the text. The name in the text should match exactly the name of the attachment. If the attachment is a long document, please direct the reviewer to the appropriate section.

• Do not attach unnecessary documentation. Reviewers will only look at attachments that are referenced and described in the narratives.