

Department of Developmental Services Review and Approval Procedures for Public Housing Capital Funding

Introduction

Any agency or organization seeking Department of Developmental Services' (DDS) support for public housing capital funds, e.g. FCF, HUD 811, & Ch. 689 will be required to submit a "Preliminary Project Profile/ FCF Pre-Application Form" including the DDS/FCF Pre-App and Attachment A to the DDS Area Office prior to submission of the application to the funding source.

The DDS /FCF Pre-App. will provide DDS the information to determine whether to support the proposed project. Failure to submit a DDS /FCF Pre-App. may result in DDS not supporting the project.

For any project initiated through a Division of Capital Asset Management (DCAM) RFP process, a DDS /FCF Pre-App. will be included as an addendum to any proposals initiated in collaboration with DDS. A DDS review of a DCAM project will not be initiated until there is a decision by DCAM on the project proposal.

The DDS review process consists of a Local Review and a Central Office Review. **The Local Review** begins with the Regional/Area Office reviewing the proposed housing project with the Project Sponsor and completing the DDS /FCF Pre-App. for consideration by the Regional Office. The review will include both physical site considerations as well as the needs of the individuals and programmatic/staffing issues. After consultation and satisfactory review, the Regional/Area Office will forward the DDS/FCF Pre-App and its recommendation to the Central Office and to CEDAC for review.

The DDS Central Office review is conducted in conjunction with both the Operations and Quality Management Divisions. Upon completion of this review, the Central Office will initiate one of the following actions:

1. Request additional information from Project Sponsor, Regional/Area Office
2. Schedule meetings between the parties to resolve any issues in dispute
3. Reject proposed project
4. Notify Project Sponsor, Regional/Area Office of support for proposed project
5. Notify Project Sponsor, Regional/Area Office of support for proposed project with modifications

Upon initiation of any of the actions above, DDS Central Office will prepare and issue the appropriate response/s for its decision.

Procedure for Seeking DDS Support for Public Housing Capital Funding

Step 1: Applicable to any agency or organization (“Project Sponsor”) seeking DDS support for an application for public housing capital funding:

1. Project Sponsor should consult the Facility Consolidation Funding (FCF) Regulations and the Program Design and Cost Guide for guidance. Both documents are available on the Community Economic Development and Assistance Corporation (CEDAC) web site.
2. Project Sponsor completes the DDS /FCF Pre-App.
3. Project Sponsor submits DDS/FCF Pre-App. to DDS Area Office for review prior to initiating application for public housing capital funding
4. Project Sponsor and DDS Area Office review proposed project within seven (7) business days.

Step 2: Applicable to DDS Area and Regional Offices

1. DDS Area Office forwards the DDS/FCF Pre-App. form to DDS Regional Office with recommended action within five business days of initial review of project with sponsor.
2. DDS Regional Office and Area Office conduct joint review of the DDS/FCF Pre-App. form and Area Office recommendation/s. and forwards recommended disposition to the DDS Central Office and CEDAC within ten (10) business days.

Step 3: Applicable to DDS Central Office

1. The Central Office will initiate a preliminary consultation with DHCD/ CEDAC on the DDS / FCF Pre-Application
2. The Central Office in conjunction with DDS Divisions of Operations and Quality Management, jointly review the DDS/FCF Pre-App. within ten business days of receipt from the Regional Office, and initiates one of the following actions:
 - a. Request additional information from the Project Sponsor.
 - b. Convene meeting to resolve any issues needing clarification or that may be in dispute.
 - c. Notify Project Sponsor, Regional Office and Area Office of support or rejection of proposed project.

- d. Notify Project Sponsor, Regional Office and Area Office of support of proposed project with modifications.

Step 4: Project Sponsor amends the DDS/FCF Pre-App. if required by DDS Central Office review.

Step 5: Area/Regional Office submits the final (revised if required) DDS/FCF Pre-App. to Central Office for final review and letter of support to CEDAC, or other capital funding agency within ten (10) business days of receipt of receipt provided there are no outstanding real estate/housing issues.

Step 6: If real estate/housing issues have been identified, Central Office will consult with Area/Regional Office and DDS Divisions of Operations and Quality Management on any issues that might need to be resolved within ten business days. DDS will also consult and provide a preliminary briefing to CEDAC at this time.

Step 7: Central Office issues letter of support to CEDAC and/or other capital funding agency within ten (10) business days of resolution of any out-standing issues that may be identified.

Step 8: Project Sponsor initiates formal FCF application.

Step 9: Project Sponsor, DDS and CEDAC track application approval process and collaborate as necessary to resolve any issues that may develop during the development process.

Note: The application and development process for CH. 689 and HUD 811 housing development is also included in this document. Please note that HUD 811 projects require the submission of a DDS/FCF Pre-App. whether or not FCF will be requested to fund the project. Also included is the process to be followed when disposition of a property with a DCAM lease or public subsidy is being proposed.

FCF Application & Development Process Checklist

Done	Date	Standard	Parties	Outcome & Action
		1. Consultation between DDS Area Office and Project Sponsor takes place – need for housing, potential residents for project and availability of DDS funding for residential supports.		
		2. Project Sponsor submits DDS / FCF Pre-Application and Attachment A to Region/Area Office for review and sign-off. (area office and project sponsor meet within seven business days)		
		3. Area Office submits completed DDS / FCF Pre-Application to Regional Office (within five business days of meeting with project sponsor)		
		4. Regional Office reviews proposed project with Area Office.		
		5. Regional Office approves proposed project and forwards DDS / FCF Pre-Application with recommendations to DDS Central Office. with copies to CEDAC		
		6. Central Office reviews proposed project in conjunction with DHCD /CDAC, Divisions of Operations and Quality Management (action within ten business days of recommendation from regional office).		
		7. If proposed project falls outside DDS Program Design and Cost Guide, Central Office will consult with DHCD / CEDAC Operations and QM for advice and recommendations.		
		8. Central Office gives project sponsor go ahead to submit FCF application with letter of support		
		9. If there are additional real estate/housing related issues DDS will consult with appropriate parties internally and externally to resolve issues.		
		10. Sponsor completes FCF/CEDAC application. DDS continues project monitoring throughout the financing and development process to insure cost effectiveness and timeliness.		

Chapter 689 Application & Development Process Checklist*

Done	Date	Standard	Parties	Outcome & Action
		1. Area/Regional Office collaborates with local housing authority around housing needs – collaboration is prompted through various avenues – DHCD collaboration with DDS on availability of free land, local relationships with LHA's, need for state op programs and DHCD DDS Ch. 689 Guidelines etc.		
		2. Area/ Regional Office collaborate with LHA to prepare Ch.689 application.		
		3. Preliminary application package is prepared by LHA in conjunction with Regional/Area Office – package is submitted to Central Office and DHCD central office for review and approval.		
		4. Central Office reviews LHA application with DDS Operations and Quality Management Divisions.		
		5. Central Office issues letter of support to DHCD for project. Project monitoring continues throughout the financing and development process to insure cost effectiveness and timeliness. <u>(within ten days of receipt of application from DHCD requesting letter of support for project)</u>		

* Timeline for 689 approval process differs as it relies on local requirements, review and approvals of various community and governmental entities.

Federal HUD 811 Application & Development Process Checklist

As many HUD 811 applications will require gap funding from the Facilities Consolidation Fund, sponsors must consult with attached FCF guidelines when proposing new projects seeking DDS support.

Done	Date	Standard	Parties	Outcome & Action
		1. Sponsor collaborates with DDS Area Office to identify needed housing and possible projects for 811 applications. DDS Area/Regional Office and Project Sponsor prepare and submit the DDS/FCF Pre-App to DDS Central Office for review. (attachment A)		
		2. Central Office review will include review of budget, costs, sources and uses of funds if available. Special attention will be paid to possible impact on FCF program for gap funding. (action within ten business days)		
		3. If project falls outside of DDS Program Design and Cost Guide criteria, Central Office will consult with DDS Operations and Quality Management Divisions and CEDAC/DHCD for advice and recommendations. - (within ten business days)		
		4. If approved, sponsor with area office submit 811 the DDS/FCF Pre-App and preliminary budget for review along with 811 service support form.		
		5. If approved, central office issues 811 service certification forms. (within ten business days)		
		6. Close collaboration between all parties will be maintained to insure cost effectiveness and timeliness of project financing and development.		

Disposition of Existing Housing Application & Development Process Checklist

Disposition of Existing Housing – with DCAM leases and public subsidies (HIF, FCF, 689, etc)

Done	Date	Standard	Parties	Outcome & Action
		DDS Area/Regional Office identifies residence which may not be serving the current or projected needs of existing residents.		
		DDS Area/Regional Office consults with Central Office to determine what options and/or constraints may influence disposition outcome – i.e. public subsidies, lease term balance etc.		
		Central Office consults with DDS operation and Quality Management Divisions and other housing partners (Developers, DHCD, CEDAC, DCAM) for advice and recommendations		
		Consultation among Central Office, other DDS Divisions and Regional Office, determines best course of action which will preserve housing and protect public subsidy – i.e. move existing residents out and new residents in, secure additional financing for necessary renovations or work with landlord and public agencies to move the subsidy to new project which will better serve consumers		
		Projects will be closely monitored by a close collaboration between DDS and other involved housing partners (Developers, DHCD, CEDAC, DCAM) to ensure projects timelines and outcomes are achieved.		

ATTACHMENT A

DDS Preliminary Project Profile / FCF Pre-Application

	Funds Applied for:
Project Sponsor:	FCF:
Sponsor Address:	CH.689:
Sponsor Contact Person:	Hud 811
Phone Number:	HIF:
Email Address:	Other:

Proposed Project Address / Location: _____

Number of Projected Residents: _____

Preliminary Description of Residents:

Characteristics: e.g. mobility, vision, age, etc.

Description of Proposed Project: (e.g. new construction, renovation and addition, addition of bedroom/s/bath/s, unique features)

Project Description:

Scope of Work: (e.g. new roof, new windows, new bathroom/s, new accessibility, etc.)

Project Outcome:

Number of bedrooms:

Number of baths:

Accessibility: Egress: _____ Living Area: _____ Kitchen: _____ Baths: _____

Total Usable Sq. Ft.: _____

DDS Contact Person:

Project Origination:

DDS: _____

Project Sponsor: _____

Category	Projected Cost	Notes
Project Acquisition		
Project Soft Costs		
Project Hard Costs		
Project TDC		

Total Development Cost:

FCF Request:

Total Usable Square Footage:

FCF Cost per Bedroom:

Cost per Square Foot:

Other Subsidies:

Cost Per bedroom:

HUD 811:

C. 689

HIF:

MASSHOUSING:

Local Community:

Other:

DDS Reviews (name and date)

Area Office:

Regional Office:

Central Office:

Operations:

Quality Management: