



**ADDENDUM #1 TO NOTICE OF FUNDING AVAILABILITY**  
**HOMELESS SHELTER MODIFICATION PROGRAM**  
**JULY 30, 2020**

Governor Sununu has authorized the allocation of \$15 million from the federal Coronavirus Relief Fund to support necessary homeless shelter modifications and expansion before December 30, 2020 to mitigate the spread of COVID-19.

This notice serves as an addendum to the Notice of Funding Availability issued by New Hampshire Housing Finance Authority (NHHFA) on July 22, 2020.

**Additional Guidance on Eligible Uses:**

- For shelter providers that provide services to homeless individuals and families in the same building or on the same site as their shelter facilities:
  - o Modifications to service delivery spaces will be considered eligible uses provided that those modifications are intended to help reduce the likelihood of ongoing transmission of coronavirus.
- For proposed activities involving acquisition or lease of alternate sites and/or construction, renovation or other physical alterations to shelter facilities:
  - o An overhead charge payable to the applicant may be budgeted of up to 5% of the costs related to those activities.
  - o Overhead of up to an additional 5% of the acquisition/lease, construction and/or renovation costs may be charged to pay for development consultants, clerks of the works, or similar professional services directly associated with the work.
  - o Design and engineering, if necessary, would be considered a cost of the work and not subject to the 5% cap on consulting, oversight, and other professional services.
- No overhead charges or fees may be taken on grant applications for reimbursement of operating costs.
- Regarding plans to expand shelter capacity:
  - o Alterations to existing shelters and acquisition or lease of alternative sites for the purposes of achieving decompression and reducing the likelihood of transmission of the coronavirus are eligible activities.
  - o Alterations to existing shelters and acquisition or lease of alternative sites for the sole purpose of increasing a shelter's capacity in excess of the number of individuals served prior to the pandemic are not eligible uses.

**Reporting:**

- Subrecipients must keep detailed records of all expenses incurred in connection with the grant including receipts, invoices, bills and other similar documents.
- By the 10th of each month following disbursement of the grant, through January 2021, Subrecipient shall submit a written report to NHHFA detailing expenses related to COVID-19 for which the grant has been used.

**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY**

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- Subrecipients must keep all records and documents related to the grant for 5 years from the completion date of the grant (the completion date is December 30, 2020 unless amended). At the request of the Authority or an authorized representative of the State of New Hampshire, Sub-recipient will make such records and reports available at any time during the 5-year retention period.

Questions about the program can be directed to Natasha Dube at 603-310-9281 or Ted Seely at 603-310-9292.