



NOTICE OF FUNDING AVAILABILITY **HOMELESS SHELTER MODIFICATION PROGRAM**

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.

New Hampshire Housing Finance Authority (NHHFA) will distribute grants to existing homeless shelters for physical modifications and operating costs to enable the shelters to meet the Center for Disease Control and Prevention (CDC) and the NH Division of Public Health guidelines.

The Coronavirus Relief Fund was established by the CARES Act, H.R. 748, Section 5001 on March 27, 2020, provided by the United States Department of Treasury, CFDA number 21.019 to the State of New Hampshire, acting through the Governor's Office for Emergency Relief and Recovery (GOFERR).

Funds will be used solely for an allowable purpose as defined in the CARES Act, H.R. 748, Section 5001, provided the recipient has not received payment or reimbursement from any other source. Eligible uses include:

- Necessary expenditures incurred during the period that begins on March 1, 2020 and ends on December 30, 2020, due to the COVID-19 public health emergency.

Eligible Applicants:

Existing homeless shelters, including emergency, transitional, and domestic violence shelters.

Eligible Uses:

This program will help to provide the resources for shelters to:

- Adapt, expand, and/or modify their physical spaces;
- Pay for increased operating costs due to COVID-19 incurred between March 1, 2020 and December 30, 2020;
- Develop alternative sites in an effort to accommodate the needs of the population served;
- Help reduce the likelihood of ongoing transmission of coronavirus during the current public health emergency.

Examples of eligible uses include, but are not limited to:

- HVAC systems;
- Bathroom and/or shower modifications;
- Floor-plan changes to increase space between shelter guests; and
- Purchase and/or lease of alternative sites.

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



All modifications must be complete and/or alternative sites must be acquired by December 30, 2020.

Note: Alternative sites acquired or leased for an allowable purpose may be retained by the grant recipient after December 30, 2020, but any mortgage or lease payment incurred after that date will not be an eligible cost.

The U.S. Treasury may issue subsequent or further guidance on allowable uses of Coronavirus Relief Funds, therefore additional terms or changes may apply.

Applicants should check with agencies/organizations administering any grant or other assistance program for which your organization has applied (or intends to apply) to determine how an approval of a NHHFA Shelter Modification Program grant might affect their eligibility.

How to Apply:

Applicants must submit a request for funding by email, in the application form at the end of this NOFA that includes the following information:

- Name of applicant including an individual point of contact with name, email address, and telephone number;
- Description of current homeless services;
- The amount of grant funds requested;
- Explanation of need and how it relates to the COVID-19 pandemic;
- Description of project readiness and schedule;
- Discussion of building and life safety code compliance;
- Description of other funding sources that have been applied for (or plan to), if any.

All application materials must be emailed to multifaminfo@nhhfa.org. There are no application fees.

Application Process:

NHHFA will accept and approve applications on a rolling basis starting on Monday, July 27, and will accept applications until funds are exhausted or December 14, 2020, whichever comes first.

Applications will be reviewed by NHHFA staff and commitments will be approved by the Executive Director. Staff may request additional information or documentation to complete the review. NHHFA will endeavor to respond to all requests within 10 business days of receipt of a complete application and all requested information. In some cases, particularly for requests to reimburse increased operating costs retroactively, NHHFA may defer a decision on the grant application. NHHFA may prioritize projects based on factors including the current condition of shelter facilities and the number of individuals or families served.

Grants awards may be contingent on additional due diligence, which includes:

- Appraisal¹
- Environmental review, or evidence thereof such as a Phase I Environmental Site Assessment
- A competitive bidding process for contractors and subcontractors is encouraged, but not required. NHHFA reserves the right to review construction pricing and to require competitive bidding or a third-party estimator's opinion on a case-by-case basis.

Appeal Process: Applicants may appeal NHHFA's decision, solely with regard to their application. NHHFA will send letters to the Applicant via email informing them that an award is not being made. Applicants who want to appeal this decision must submit a written request within five business days to multifaminfo@nhhfa.org. The appeal request is first considered by NHHFA's Executive Director. If the Executive Director upholds the original decision, the applicant will have five business days from the written email notice of this decision to submit a formal notice of appeal to NHHFA's Board of Directors, via email to multifaminfo@nhhfa.org.

Representations: Representations made about ownership or management, or factors that are used in the evaluation of applications may not be changed without the express written permission of NHHFA. Funding reservations may be rescinded if the project changes in a way that reduces the immediate need for funds.

Warrant and Liability: NHHFA intends to allocate no more funding to any given applicant than is required to meet the expressed need to the extent that is economically feasible. This decision is made solely at the discretion of NHHFA but does not represent or warrant to any applicant, developer, partner, investor, lender, or others that the project is feasible or risk free. No Board member, officer or employee of NHHFA shall be personally liable concerning any matters arising out of or in relation to the allocation of funding or compliance monitoring. NHHFA's obligation to monitor for compliance does not make NHHFA liable for an owner's noncompliance.

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

¹ An appraisal will be required for activities involving the acquisition of real property. A restricted appraisal report is acceptable. Generally, the Authority will commission an appraisal. If an appraisal has been prepared, the Authority will review and may accept it.

**APPLICATION FOR HOMELESS SHELTER MODIFICATION
PROGRAM**

Date _____

Name of Applicant (Entity): _____

Project Name: _____

Description of current homeless services: _____

Name of Contact: _____

Address: _____

Email:

Telephone Number:

Amount of Grant Requested: _____

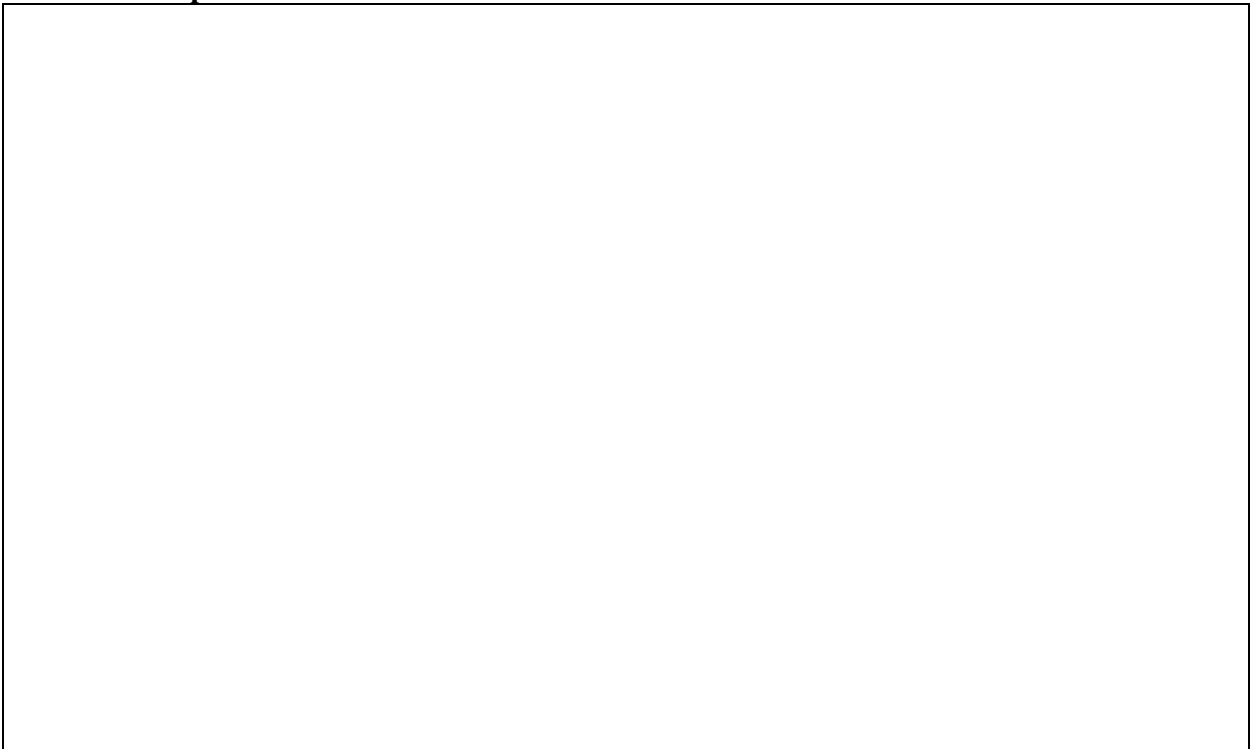
1) In the applicable sub-sections below, please describe the project and how grant funds will be used as it relates to the COVID-19 pandemic. Responses must include an itemized breakdown of total costs. Please indicate “N/A” in sections that do not apply.

- **Adapt physical spaces:**

- **Pay for increased operating costs incurred between March 1, 2020 and December 30, 2020:**

A large, empty rectangular box with a black border, intended for providing details or evidence related to the increased operating costs mentioned in the bullet point above.

- **Develop alternative sites:**

A large, empty rectangular box with a black border, intended for providing details or evidence related to the development of alternative sites mentioned in the bullet point above.

- **Other uses:**

2) Related to Question #1 above, if the proposed use of funds includes operational needs please provide a breakdown of staffing-related costs, including hazard pay if applicable:

3) Please provide a description of project readiness including a general project schedule. Project milestones should be provided, which may or may not include:

- **Appraisal;**
- **Site control (for purchase of alternative sites);**
- **Zoning/local approvals;**
- **Final plans and specifications/scope of work defined;**
- **Construction start/end dates, if applicable.**

4) To the best of your knowledge, is the project currently code-compliant? If not, please describe how your proposed project will address code and safety issues:

5) Please describe any other sources of funding for which your organization has applied, or intends to apply, that will be used in tandem with (or in lieu of) this Shelter Modification Program grant. This includes sources such as the Emergency Solutions Grant and CDBG-CV programs that may be used to fund continued operation of the project beyond December 30, 2020:

6) Certification regarding funding from other sources: I understand that by submitting this application, I am affirming that this organization has not received state or federal funding for the specific uses contemplated for the Shelter Modification Grant. If the organization has an active application for other sources that is approved and the applicant accepts those funds, the Shelter Modification Grant application must be withdrawn or funds returned.

Sign/ type your name: _____