

**Application Instructions
Supportive Housing Program (SHP) Renewal Projects
2008 Application**

**IMPORTANT: Application deadline 5:00 pm Mountain Time,
Friday, May 30th, 2008**

APPLICATION INSTRUCTIONS

- 1. Make sure you thoroughly review the application. Some items in the application may require immediate attention.**
- 2. This application can be e-mailed to you. Please contact your SHP Grant Coordinator if you would like this form electronically.**
- 3. Provide an answer for all the questions. Leave no questions unanswered.**
- 4. If the question provides you with options for answers, check the box that best represents your answer.**
- 5. Print out a completed application and send it to IHFA with original signatures. Electronic versions will not be accepted.**
- 6. Application must be typed or presented in a typed font.**
- 7. Submit one original application with original signatures.**

Due to the limited time for application submission, Idaho Housing and Finance Association (IHFA) has modified the 2008 application process for the Supportive Housing Program (SHP). In previous years, all applicants were required to write narrative responses to questions concerning their proposed programs. Each application was rated by an independent review panel and given a funding prioritization score. That priority list, made up of the prioritization scores, was submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval. Only projects that received high scores from the panel and high funding priorities from HUD were eligible for funding. Lower ranking applications often fell below the funding threshold, and were not considered for funding. In response to the changes HUD has made in administration of homeless programs, new applications may only be made on a very limited basis. Please contact IHFA if you are interested in a new project that would meet the following criteria:

1. The project provides housing and services only to persons who are chronically homeless. That is, a person who is an unaccompanied homeless individual with a disabling condition, who has either been continuously homeless for more than a year or has had at least four episodes of homelessness in the past three years. Families or single parents with children cannot be served under this application.
2. The program funds are used to lease additional housing units for chronically homeless persons. Acquisition, rehabilitation and new construction projects are not currently eligible activities for Idaho homeless programs. Limited case management funding is the only supportive service available to these projects.

IHFA will perform a review to verify that project sponsors have been expending all grant funds available to them. IHFA will examine at least 2 years of previous funding, and funds that have been returned to HUD may be subject to reallocation.

Information in ServicePoint will be used to verify the HUD Required Data Standards fields for HMIS data entry. If the information in ServicePoint for your organization does not match the application it will need to be corrected before the application can be processed.

We believe HUD will continue to fund existing homeless programs that are successful and in good standing. Because of HUD's emphasis on persons who are chronically homeless, new projects for intact families or single parent families will not be approved for funding by HUD. As such, existing HUD-funded programs will be required to complete a different application than organizations seeking new funding.

Please read the application instructions carefully and complete the appropriate application. If you are a renewal project, you will need to complete the renewal project application, which no longer includes a narrative application. New projects will need to complete the new project application, which includes a narrative application. If you are interested in completing an application for a new project, please contact IHFA to notify them of your intent.

General Information

This information is provided to you by Idaho Housing and Finance Association (IHFA). You may visit the HUD website at www.hud.gov/offices/cpd/homeless/programs.shp/index.cfm (web link) for a more detailed explanation of the Supportive Housing Program (SHP). The program requirements listed on this website may change, per guidance from the U.S. Department of Housing and Urban Development (HUD). Since IHFA is the funding conduit and official applicant of all HUD-funded Homeless Programs in the State of Idaho (excluding Ada County), all completed applications must be submitted to IHFA according to the standards of this notice by the date identified.

After you have thoroughly reviewed this notice, you may send any questions relating to the SHP program or any information about this application to grants@ihfa.org. You may also use the SHP "*Q and A*" (web link) feature of this website for additional assistance.

There are two different applications for the Supportive Housing Program (SHP). The first application is for RENEWAL projects. A RENEWAL project is one that is currently receiving federal funding from HUD and reimbursements are currently being processed by IHFA. The application processes for RENEWAL grants are substantially different this year. Please review both the Application Instructions and the Application thoroughly before completing the application.

NEW applications are those that request funds for activities not previously funded by HUD. Organizations interested in submitting a new application should contact Sheri Cook at (208) 331-4754, or sheric@ihfa.org.

Supportive Housing Program (SHP)

The Supportive Housing Program (SHP) is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11381-11398). SHP is designed to promote the development of supportive housing and services that help homeless persons transition from homelessness to living as independently as possible. Each project submitted under SHP must be classified as one of the program components described below:

Transitional Housing (TH) is specifically designed to facilitate the movement of homeless individuals and families to permanent housing within 24 months. This program uses federal funding to support housing, operations, and supportive services expenses. During this 24-month period, an eligible person or family may reside in subsidized housing and follow a case management plan. Supportive services include a variety of different activities with the intent of helping persons and families improve their ability to live as independently as possible, and to help integrate persons and families into mainstream society. An applicant may choose to offer Transitional Housing in a single congregate facility or in multiple single-family units.

Permanent Housing for Persons with Disabilities (PH) is specifically designed to provide long-term housing for persons with disabilities. This type of project should be community-based housing with supportive services to enable homeless persons with disabilities to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure or several structures at one site, or in multiple structures at scattered sites.

Permanent Housing for Persons who are chronically homeless is specifically designed to provide long-term housing for chronically homeless persons. Chronically homeless persons are unaccompanied homeless individuals with a disabling condition who have either been continuously homeless for more than a year or have had at least 4 episodes of homelessness in the

past three years. This type of project should be community-based housing with supportive services to enable chronically homeless persons with disabilities to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure or several structures at one site, or in multiple structures at scattered sites.

Project Requirements

1. Projects funded under the Supportive Housing Program must provide housing and/or related services to homeless persons or families, chronically homeless persons or homeless persons with disabilities and their families who are considered low/no-income according to federal rules and regulations.
2. Projects funded under the Supportive Housing program must provide housing to eligible homeless persons **only**. Organizations applying for funding may own housing units at the time of application, rent suitable housing as a result of receiving funding, or purchase/build housing as a result of receiving funding.
3. Projects funded must have a plan to coordinate with, and help clients access other mainstream resources in an effort to transition eligible persons to stable and more permanent housing.

Eligible Applicants

Only government or non-profit organizations or agencies may apply for funding under this program. The funding awarded under SHP must be used to provide homeless housing and/or services to eligible homeless clients according to 24 CFR 583. Although the applicant is not required to be a homeless service provider at the time of application, homeless service experience is a requirement of the program, and consideration is given to experience and capacity during the application rating process. Applicants must have specific and relevant experience in providing housing and services to homeless persons.

Only organizations or agencies that provide services in Idaho, to Idaho residents, are eligible to apply for funding. Organizations or agencies that are located in Ada County, Idaho or provide services primarily to residents of Ada County must apply for funding through the Boise City Continuum of Care.

Ineligible Activities

Specific activities that are *not eligible* by law under the SHP program include:

- Support for an existing project unless they are previously-funded HUD projects.
- Support for permanent housing for non-disabled persons.
- Rehabilitation of a structure owned by a primarily religious organization, except in accordance with the requirements of 24 CFR 583.150(b)(2).
- New construction or rehabilitation of a structure prior to an executed grant agreement with HUD. Lack of an environmental clearance in such a case would necessitate withdrawal of HUD funds from the project.
- Acquisition and rehabilitation, or new construction that exceeds statutory funding limitations. (See section L of this exhibit for the specific limits.)
- Homeless prevention activities.

Application Deadline

All projects (both new and renewals) **must be received by IHFA no later than 5:00 pm Mountain time Friday, May 30th, 2008.** Late or incomplete applications will not be accepted.