



Coming Home of Middlesex County Inc.

www.cominghomemiddlesex.org

PROCEDURE FOR APPLYING FOR MIDDLESEX COUNTY “HOUSING FIRST” CAPITAL FUNDS

The Middlesex County Board of Chosen Freeholders has appropriated \$1,000,000 in the capital budget each year since 2009 through 2012, thus far, to be used as seed or leveraging funds for housing for the homeless. Specifically, the stated purpose of the fund is to assist in the creation for permanent affordable and accessible units in line with the Middlesex County Ten Year Plan to End Homelessness (TYP). Use of the fund includes, but is not limited to, the construction of new housing units, the rehabilitation of existing units or the acquisition of land or existing structures for the purposes of construction or rehabilitation of units of permanent housing for homeless individuals and/or families.

You may apply for such funds at any time during the calendar year. Applications are reviewed on a rolling basis. To apply:

1. You must send, under cover to **Coming Home of Middlesex County, Inc.**, c/o Eileen O'Donnell, Executive Director, 75 Bayard Street, 2nd Floor, New Brunswick, NJ 08901, **five hard (5) copies** and **one electronic copy** of the following:
 - a. Project Description, including, with specificity, how it will serve homeless persons and noting any project restrictions on subpopulations of homeless persons
 - b. If restricted to a subpopulation of homeless, a demonstration of need to serve such subpopulation and compliance with the County's TYP
 - c. Relevant experience of applicant and of property manager
 - d. Most recent audited financial statement of applicant
 - e. Amount of funds requested and specific proposed use
 - f. Project Development budget
 - g. Sources and uses of all project funds, including summary of any deed restriction on property (if, how and length of) by other funders
 - h. Pro-forma Operating Budget for a minimum of 10 years
 - i. Proof of municipal approval, support or acknowledgement from municipality where project will be located
 - j. Any other information you deem relevant

All information will be held in confidence and provided only to those who need it to review the application.

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2. Initially, your application will be reviewed by the Executive Committee of Coming Home of Middlesex County, Inc. (Coming Home) and the County Division of Housing & Community Development and Social Services. (Please note, for your time management needs, that presently the Board of Coming Home meets every other month and the Executive Committee meets additionally in a working session on the off months. A schedule of meetings will be provided at your request.) If further information is needed regarding your application, you must provide it within the timeframe noted in the request correspondence. The Executive Committee of Coming Home will vote on whether or not to present your application to the full Board of Coming Home.
3. If a decision is made to have your application reviewed by the full Board of Coming Home, you will be given sufficient advance notice of the time and place of such board meeting and will be invited to attend to both present your project and answer any questions of Board members. A vote on whether or not to recommend your project to the Middlesex County Freeholders will be taken at that meeting. If Coming Home votes to recommend your project, or any part thereof, for Housing First Capital Funding, your application, along with Coming Home's analysis and recommendation will be forwarded to the Freeholder Board. If the vote is to not recommend, you can cure any deficiencies noted during the review and apply again at any time.
4. Once the matter is referred to the Freeholders, the Board of Chosen Freeholders will make the final decision as to whether or not to fund the applicant for the amount recommended or for another amount.
5. If you are funded, Middlesex County Counsel will provide to the applicant, for signature, an agreement for the funding, which will include, at a minimum, the mode and process for disbursement of funds, and requirements to facilitate monitoring of applicant's obligations. Once the applicant's authorized parties sign the agreement, a resolution formerly approving the agreement can be placed on the next available Freeholder Board meeting for approval.
6. A portion of the agreement will include a 5% administrative fee calculated on the amount funded through the Middlesex County "Housing First" Capital Fund, to be paid directly to Coming Home of Middlesex County, Inc. for the purpose of, at minimum, assisting in monitoring the supported project.