



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

The Middlesex County Board of Chosen Freeholders has thus far appropriated \$1,000,000 in the capital budget each year since 2009 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. For all projects you must send the following under cover to **Middlesex County, Division of Housing, Community Development and Social Services**, c/o Melissa Bellamy, 75 Bayard Street, 2<sup>nd</sup> 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. A commitment to use the County’s Coordinated Assessment process for selection of homeless individuals or families to inhabit units;
  - d. Relevant experience of applicant and of property manager;
  - e. Most recent audited financial statement of applicant;
  - f. Amount of funds requested and specific proposed use;
  - g. Description of social service support plan for tenants, including MOU with outside entity if not providing the services yourself;
  - h. Project Development budget;
  - i. Sources and uses of all project funds, including summary of any deed restriction on property (if, how and length of) by other funders;
  - j. Pro-forma Operating Budget for a minimum of 10 years; 20 years for new construction;
  - k. Proof of municipal approval, support or acknowledgement from municipality where project will be located; and
  - l. Any other information you deem relevant

# Coming Home of Middlesex County Inc.

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

2. Initially, your application, if not a “push” H4H project,<sup>1</sup> will be reviewed by the Accessibility and the Executive Committees of Coming Home of Middlesex County, Inc. (Coming Home). (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 recommend your project. If Coming Home votes to recommend your project, or any part thereof, for Housing First Capital Funding, your application, along with Coming Home’s recommendation will be forwarded to the County Division of Housing & Community Development and ultimately to the County Board of Chosen Freeholders. If the vote is to not recommend, you can cure any deficiencies noted during the review and apply again at any time. If your application is a “push” product of the H4H program, it will be reviewed only by the County Division of Housing & Community Development and Social Services, which will make the recommendation directly to the Middlesex County Freeholders. All applications will be reviewed considering the “Investment per unit” guidelines below.
3. 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.
4. 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.
5. 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, *inter alia*, assisting in monitoring the supported project.

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<sup>1</sup> That is, have **not** been initiated by Coming Home doing the pre-development work. See Accessibility under Coming Home Campaign in the What We Are Doing Section of Coming Home website.  
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## HOUSING FIRST CAPITAL FUND

### Calculating the amount of investment per unit

The number of homeless units determines the type of project – small, medium, or large. The level of competition for funds in any year will determine the level at which the Fund can support projects (Generous (level 1) to Austere (level 3). Within each level is a possible range of funding, from low to high, to determine the investment per unit, based on criteria such as the specific objective needs (e.g. BR size) and innovation of the project.

Project Attributes		Budget Model			
Type of project	# of Homeless Units	Range	Level 1	Level 2	Level 3
Small	1 to 5 units	Low	\$80,000	\$70,000	\$65,000
		High	\$100,000	\$90,000	\$85,000
Medium	6 to 20 units	Low	\$60,000	\$50,000	\$45,000
		High	\$80,000	\$70,000	\$65,000
Large	21 units or greater	Low	\$50,000	\$45,000	\$40,000
		High	\$70,000	\$65,000	\$60,000

## ADDITIONAL GUIDANCE FOR SHARED RESIDENCE PROJECTS

### Project operation and support services

- Each tenant must have their own bedroom.
- Tenant housing costs capped at 40% of household income.
- Include in application plans for providing housing management counseling and social services.

### Property status

- State in application status of site control.
- Include in application an appraisal of project property, or at a minimum, a list of comparable properties.

### Funding standards

- Applicants seeking to combine HFCE funding with other funding sources will be prioritized.
- Applicants combining HFCE funding with private contributions and volunteer hours will be prioritized.
- Applicants should use the **per-project funding standards** in the table below as a general guide to determine funding amount request. The number of bedrooms determines type of project. The level of competition for funds in any year will determine the level at which the Fund can support projects (Generous (Level 1) to

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Austere (Level 2)). Within each level is a possible range of funding, from low to high, to determine the investment per project, based on criteria such as the specific, objective needs and quality and innovation of the project.

Project Attributes		Budget Model	
Type of Project	Range	Level 1	Level 2
2-Bedroom	Low	\$105,000	\$97,500
	High	\$135,000	\$127,500
3-Bedroom	Low	\$140,000	\$130,000
	High	\$180,000	\$170,000
4-Bedroom	Low	\$175,000	\$162,500
	High	\$225,000	\$212,500
5-Bedroom	Low	\$210,000	\$195,000
	High	\$270,000	\$255,000