



## Housing Assistance Council Rural Senior Housing Capacity Building Grant

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### GENERAL INFORMATION

Since 1971, the Housing Assistance Council (HAC) has provided technical assistance, training, loan capital, and informational resources to increase the capacity of rural nonprofit housing organizations. As the elderly population grows, the housing needs of low-income rural seniors will only worsen. To help meet a small portion of this need for housing for rural seniors, HAC is pleased to announce a new grant program, the Rural Senior Housing (RSH) Fund. Eligible affordable housing organizations can apply for RSH grants to support activities that will build, preserve, or advocate for housing for low-income older adults living in rural areas. This new program is made possible through the generous support of The Atlantic Philanthropies.

Applicants may request up to \$50,000 to support identified goals; funds can be distributed over a one- to three-year period. No more than \$20,000 can be received in any given year and an organization will have to submit an updated and abbreviated application each year for continued funding.

This competitive grant program opens October 3, with applications due on or before **Friday, December 15, 2011.**

### ELIGIBLE APPLICANTS

- **Nonprofit organizations.** The applicant must be a 501(c)(3) or tribally designated housing entity (TDHE) that serves seniors (age 62 and over) at or below 80% of area median income. The organization must have an established board of directors and must have completed an external audit in the last 12-18 months or completed IRS form 990 if the organizational budget is less than \$500,000.
- **Rural service area.** The applicant must apply to support programs targeted to counties that meet the USDA definition of rural for housing (Sec. 520 of the Housing Act of 1949). Please check the USDA Property Eligibility Site, <http://eligibility.sc.egov.usda.gov>, to determine rural eligibility. HAC also desires geographic diversity in selecting grantees throughout the United States.
- **Housing-based mission.** The applicant organization must have a mission of affordable housing production or retention as evidenced by its Articles of Incorporation or bylaws.
- **Focus on specific housing goals in support of rural seniors.** The applicant must demonstrate that the organization is pursuing housing goals for rural seniors that meet documented, existing community housing needs.
- **Established community partner.** The organization should have established partnerships, as illustrated through funding relationships and collaborative housing initiatives with local, state, and/or national stakeholders.



## ELIGIBLE USES OF FUNDS

Uses of the grant funds are flexible, including construction and development costs, advocacy, and program/project development or expansion. Units built must be for low-income seniors (62 or older) in rural areas. Organizations may apply for funds to cover a range of program costs, including but not limited to:

- Salary and related costs for housing staff
- Housing project costs (including construction costs)
- Advocacy for rural senior housing
- Program capacity building
- Revenue development and financial management systems
- Asset management systems
- Training
- Communications, outreach, and strategic relationship development

## APPLICATION SCORING

HAC will score Rural Senior Housing Fund applications based on the following criteria:

- **Organizational Experience.** Applicants must demonstrate successful experience in developing or preserving rural affordable housing.
- **Organizational Capacity.** Applicants must demonstrate a minimum level of organizational capacity as demonstrated by financial statements, administrative funding support, internal policies and procedures, and regular oversight by the Board of Directors.
- **Proposed Use of and Need for Funds.** Applicants must clearly outline the program/project to be funded through the RSH initiative. The program/project description should illustrate how the proposed activities will help the organization increase elderly housing development and advocacy, and/or lead to a more sustainable elderly rural housing program. Note: RSH funds can be used to reimburse grantees for approved activities that occurred on or after July 1, 2011 that have not already been reimbursed from other sources.
- **Projected Outcomes.** Applicants must clearly identify the desired outcomes of the proposed program/project and demonstrate the anticipated impact of the funded activity on organizational capacity, elderly housing development or services, and the economic security of low-income older adults living in rural areas.

## POST-GRANT AWARD REQUIREMENTS

If funded, all RSH Fund grantees must complete the following:

- Execution of a contract/agreement.
- Participation in planning and execution of focus groups or peer trainings, if requested.
- Submission of interim and final progress and financial reports. Grantees will be required to submit progress reports detailing program activity. HAC reserves the right to suspend or terminate funding to those grantees that do not show progress under the award, as well as those grantees that do not submit the required documentation.



## APPLICATION SUBMISSION AND DUE DATE INFORMATION

Grant applications must be received or postmarked **on or before December 15, 2011**. Applications postmarked, emailed, or hand-delivered with no postmark, after **December 15 *will not*** be accepted. Please send all documents via US Mail, email, or delivery service (facsimiles submissions are not accepted) to:

Housing Assistance Council  
Attn: RSH Capacity Building Grant  
1025 Vermont Avenue NW, Suite 606  
Washington, DC 20005



Required submission documents:

- Completed grant application signed by an authorized person
- Tax Exempt Legal status of applicant (IRS Letter) or THDE designation
- Articles of Incorporation/By-laws
- Current fiscal year operating budget with YTD actual as of July 30, 2011
- Most recent audited financial statements or IRS form 990
- List of board members with affiliations and schedule of board meeting dates
- Proposed program/project budget

For all other questions pertaining to this grant application, please contact Janice Clark, Coordinator, Rural Senior Housing Initiative, at [janice@ruralhome.org](mailto:janice@ruralhome.org) or (202) 842-8600 x 131.

## TIPS FOR COMPLETING THE APPLICATION

The application is available in Microsoft Word (version 2007). HAC will not accept handwritten applications or other formats.

- Click on each field to enter information. Once data is entered in a field, use the  and  arrows to maneuver to the next field. DO NOT use the “Tab” or “Enter” keys after data is entered in a field.
- Additional instructions are available by clicking on the data field. Double click the “select one” text boxes to view your choices.



## SECTION I. REQUEST AMOUNT

Requests can be for one, two, or three years. Applicants may request up to \$50,000 over three years. No more than \$20,000 can be received in any given year and an organization will have to submit an updated and abbreviated application each year for continued funding.

Amount requested			
2011	2012	2013	Total
(\$)	(\$)	(\$)	(\$)

## SECTION II. ORGANIZATION INFORMATION

Organization name:			
Address:			
City:	State:	Zip Code:	
Congressional District:			
Phone #:	Fax #:		
Website:			
Executive Director:			
Executive Director email:			
Application contact person:			
Contact phone #:	Ext #:		
Email address:			
Type of organization:	<i>Select one</i>		
Federal tax ID#:			
Year incorporated:	Fiscal year end:		
Current fiscal year operating budget (\$)			

### ORGANIZATIONAL MISSION & EXPERIENCE.

- 1. ORGANIZATIONAL MISSION AND ACTIVITIES.** Please provide the organization's mission and summarize the major services and programs offered.

[Click here to enter text. \(No more than 1/2 page\)](#)

- 2. SENIOR HOUSING DEVELOPMENT EXPERIENCE.** In the table below, please summarize the organization's experience in development of housing for seniors.

Years of affordable housing development experience(#):	<i>Past 5 yrs</i>	<i>Last year (2010)</i>
Senior Housing Units Developed (#)		
Senior Housing Units Preserved (#)		
Other Housing Units Developed or Preserved (#)		



Briefly discuss the organization’s senior housing development experience highlighting the past five (5) years. What have been the major accomplishments?

*Click here to enter text. (No more than 1/2 page)*

3. **HOUSING GOALS.** What are the organization’s senior housing goals for the next five (5) years? Are there specific programs the organization will begin to offer or expand? Is there a plan to increase the organization’s service areas or to serve more clients?

*Click here to enter text. (No more than 1/2 page)*

4. **PARTNERSHIPS.** Please describe the status of two recent partnerships; at least one must be a funding relationship.

Name of Partner: *Click here to enter text.*  
 Description of partnership, summary of status, including amount awarded and challenges, if any:  
*Click here to enter text. (No more than 3 sentences.)*

Name of Partner: *Click here to enter text.*  
 Description of partnership, summary of status, including amount awarded and challenges, if any:  
*Click here to enter text. (No more than 3 sentences.)*

5. **FINANCIAL STATUS.** Please submit current financial statements in your submission documents.

**SECTION III. SERVICE AREA**

	<b>County 1</b>	<b>County 2</b>	<b>County 3</b>
Name of county:			
<a href="#">County population (#):</a>			
<a href="#">County AMI (\$):</a>			
AMI served (range % to %):			
HAC high needs areas served:	<i>Select one</i>	<i>Select one</i>	<i>Select one</i>
HAC underserved populations:	<i>Select one</i>	<i>Select one</i>	<i>Select one</i>

**ADDITIONAL COUNTIES.** Please list any additional counties in the organization’s primary service area.

*Click here to enter text.*



## SECTION IV. APPLICATION NARRATIVE *(Section IV may not exceed five (5) pages.)*

### 1. PROPOSED USE OF FUNDS.

How would the organization use Rural Senior Housing funds to support senior housing? Describe the proposed program/project in detail. Please include the proposed timeline for the use of funds.

*Click here to enter text. (No more than two pages)*

How would the organization use other resources to match support from the RSH Fund? NOTE. There is no match requirement.

*Click here to enter text. (No more than 1/2 page)*

### 2. PROJECTED OUTCOMES.

Provide at least three desired outcomes related to the use of the requested grant funds. Outcomes should be specific and measurable, e.g., leveraged additional funding for senior housing program/project, expanded programs or housing for seniors, broadened outreach, or increased knowledge/staff capacity.

*Click here to enter text.*

How will the proposed activities help the organization meet the elderly housing needs in the communities it serves?

*Click here to enter text. (No more than 1/2 page)*

## SECTION V. REQUIRED EXHIBITS CHECKLIST

Please label and attach the exhibits listed below:

<b>Exhibits</b>	<b>Attached</b>
Completed grant application signed by an authorized person	x
Tax exempt legal status of applicant (IRS Letter) or THDE designation	x
Articles of Incorporation/By-laws	x
Current fiscal year operating budget with YTD actual as of July 30, 2011	x
Most recent audited financial statements or IRS form 990	x
List of board members with affiliations and schedule of board meeting dates	x
Proposed program/project budget	x



## SECTION VI. APPLICATION CERTIFICATION

As an authorized signer for the applicant, I certify that the information contained in this Rural Senior Housing Capacity Building Grant application and attachments hereto are complete and current to the best of my knowledge. Furthermore, I understand that intentional misrepresentation of facts may be the basis for denial of grant funding.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Date

Funding Request Budget & Justification Attachment

Submitting Organization: \_\_\_\_\_

Budget				RSH Request (a)	Other Resources (b)	Project Total (a+b)
Personnel - <i>Cost of employee salaries and wages.</i>  <i>For each person provide the time commitment to the project in hours &amp; wage rate.</i>	Employee	Hours	Rate	\$		
				\$		
				\$		
				\$		
Fringe - <i>Cost of employee fringe benefits.</i>				\$		
				\$		
Travel - <i>Cost of project-related travel</i>  <i>For each trip show the number of traveler(s), destination, and other related costs.</i>	#	Destination	Costs	\$		
			\$	\$		
			\$	\$		
			\$	\$		
Equipment - <i>Cost of property worth over \$5,000 each</i>  <i>Provide a description of the equipment, the number of and cost per unit, the total cost and a plan for use on the project.</i>	Equipment #1:			\$		
	Equipment #2:			\$		
	Equipment #3:			\$		
	Equipment #4:			\$		
Supplies - <i>Cost of tangible property not listed under equipment.</i>  <i>Specify general categories of supplies and goods.</i>	Category #1:			\$		
	Category #2:			\$		
	Category #3:			\$		
	Category #4:			\$		

Note: Complete only relevant portions.



Budget					RSH Request (a)	Other Resources (b)	Project Total (a+b)
<i>Contractual - Cost of contracts for services and goods not otherwise listed. Specify type of work, timeline of deliverables, rate, and any other pertinent information.</i>	Contractor	Service	Hours	Rate			
					\$		
					\$		
					\$		
<i>Training - Training and training-related costs, incl. space, equip, copying, etc. Specify the person(s) being trained, their project role, and expected outcome.</i>	Trainee	Role	Cost				
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
<i>Other - Specify general categories and costs. Provide any information that supports request.</i>	Category #1:				\$		
	Category #2:				\$		
	Category #3:				\$		
	Category #4:				\$		
<b>Total:</b>					\$		