



## Introduction

The enclosed application must be completed by organizations requesting a certification that their proposed project or activity is consistent with the City of Boston's:

Certification	HUD Form	Complete Application Pages
Consolidated Plan	2991	3, 4 & 6 through 13
Preferred Sustainable Community Status	2995	3, 4 & 5
Affirmatively Further and Address Impediments to Fair Housing	Contact JoAnn Cox, Affirmative Marketing Specialist, Boston Fair Housing Commission at 617.635.2576 or Joann.Cox@boston.gov	

Applications for certifications must be submitted to the Department of Neighborhood Development **not less than 14 days before the deadline** for submitting your application to HUD. The City may not provide certifications, or cannot guarantee a certification in time for submission with the HUD application, if the City has not received the complete certification application by the close of business (5:00 p.m.) on the deadline date posted on page 1 of this document. If the program is not listed on page 1, the certification request is due 14 days before the deadline for submitting the HUD application.

*If you are applying to HUD as part of the City's Continuum of Care application, you do not need to obtain a separate Certification for your program or project.*

If you have any questions, please contact: Diane Marchioni, (617-635-0243) [diane.marchioni@boston.gov](mailto:diane.marchioni@boston.gov)

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### FOR RENEWAL OR RESUBMITTED APPLICATIONS ONLY

If you are applying for renewal funding, or resubmitting an application to HUD that was submitted in a previous competition but was not funded, you may not need to complete this entire application.

#### **You do not need to submit a complete application again if:**

- 1) Your application is for the same project and the project is substantially the same (same number of units, same target population, etc.)
- 2) You have submitted a complete application and received a Certification within the past two years.

If your application meets these criteria, complete the checklist of documents requested, attach a copy of the signed Certification of Consistency from prior application, along with the forms you need us to sign for this year's application. We will contact you if we need additional information.

**ALL APPLICANTS FOR CERTIFICATION COMPLETE THIS PAGE**

**Applicant Organization:**

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**Project:**

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**Total HUD Funds Requested:**

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**Employer I.D. Number:**

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**Address:**

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**Contact Person:**

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**Telephone** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Neighborhood:**

Citywide **OR** If your program is not citywide, list neighborhoods served:

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**HUD Program Name (Required)**

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**HUD Application Deadline (see page 1 or HUD Web Site:**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail)

**HUD Forms Enclosed (check all that apply):**

2991     2995     other:

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Check here if this project has been certified by DND as consistent within the past two years and provide a copy of the certification.

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## Checklist for certifications or other documents that can be requested from the City of Boston for HUD grant applications.

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**Please indicate which of the following you are requesting. Check one or more, as appropriate and return with required documents:**

- Certification of Consistency with Consolidated Plan - HUD 2991** - that the proposed activities/projects in the application are consistent with the City of Boston's approved Consolidated Plan.
- Submit HUD form 2991 with the certification application (pages 3, 4 & 6-13)
  - Site Control documentation is required for all development projects
  - Section 202 and Section 811 project applicants must submit a copy of forms HUD 92015-CA or HUD 92016-CA for your proposed project as an attachment to this application
- Certification of Consistency with Preferred Sustainable Community– HUD-2995** - Select HUD competitive grant programs offer 2 bonus points for activities that support the goals of a designated Preferred Sustainability Status Community(PSS). The City of Boston achieved Preferred Sustainability Status (PSS) as a FY2011 Community Challenge Planning Grantee for the Fairmount Line Smart Growth Corridor. [PSS Communities](#)
- Submit HUD form 2995 with the application (pages 3 through 5)
- Analysis of Impediments to Fair Housing** - Many of HUD's competitive grant programs also require applicants to demonstrate how their proposed project or activity will affirmatively further fair housing and meet an identified impediment to fair housing by promoting greater housing choice for minority persons and/or persons with disabilities. In general, this means that applicants must describe how their proposed project or activity will assist the jurisdiction in overcoming one or more of the impediments to fair housing choice identified in the City's **Analysis of Impediments to Fair Housing and Fair Housing Plan (AI)**, a companion document to the City's Consolidated Plan ([City of Boston's 2010 AI](#)). When required, you will need to submit a copy of this certification application and a draft of the relevant narratives from the HUD application package to the Boston Fair Housing Commission . Contact JoAnn Cox, Affirmative Marketing Specialist, Boston Fair Housing Commission at 617.635.2576 or [joann.cox@boston.gov](mailto:joann.cox@boston.gov)
- Continuum of Care** –*If you are applying to HUD as part of the City's Continuum of Care application you do not need to obtain a separate Certification for your program or project.*
- Letter of Support** from DND or Mayor (enclose draft)

## **Request for City of Boston Certification of Consistency with Preferred Sustainable Communities Status (HUD 2995)**

On June 16, 2009, the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA) joined together to help communities nationwide improve access to affordable housing, increase transportation options, and lower transportation costs while protecting the environment.

The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save households' time and money, and reduce pollution. Partnership agencies incorporate six principles of livability into federal funding programs, policies, and future legislative proposals. Visit HUD's website to learn more: [sustainable housing communities](#)

The City of Boston achieved Preferred Sustainability Status (**PSS**) as a FY2011 Community Challenge Planning Grantee for the Fairmount Line Smart Growth Corridor. The PSS designation allows Boston to certify that applications to HUD are consistent with the objectives of the Community Challenge grant and the Partnership's six livability principles:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.
6. Value communities and neighborhoods

HUD applicants that obtain a **PSS** certification are eligible to receive two (2) bonus points in specified competitive grant programs. To request a PSS certification, respond to the following on a separate page:

- a) Describe how your work or the project furthers the purposes of Boston's Challenge Grant Program; and
- b) Describe how your proposed activities either directly reflect the Livability Principles cited above or will result in the delivery of services that are consistent with the goals of the Livability Principles; and
- c) Describe your commitment to an on-going relationship with the City of Boston for the purposes of being part of the planning and implementation of the PSS goals.

## Certification of Consistency with the Consolidated Plan Questions

### Standards and Criteria for Consolidated Plan Certifications

Pursuant to HUD's regulations at 24 CFR 91.80, proposed applications will be reviewed on the basis of the following minimum requirements:

1. The Annual Action Plan must **indicate that the City planned to apply or was willing to support** an application by another entity under that program.
2. The **location of the project** or activity must be consistent with the geographic target areas (if any) specified in this Annual Action Plan.
3. The **activities must benefit** a category of residents for which the City's five-year Consolidated Plan shows a priority.

For a copy of the current Action Plan check the City of Boston/DND web site ([http://www.cityofboston.gov/dnd/pdr/HUD\\_Plans\\_Reports.asp](http://www.cityofboston.gov/dnd/pdr/HUD_Plans_Reports.asp)). We also want to ensure that the limited available federal funding is targeted to project sponsors who have the capacity to deliver the proposed housing and services. In order to achieve these goals, we will require applicants to meet the following additional criteria for a Consolidated Plan certification. Please provide a brief narrative summary to these additional criteria or indicate not applicable. **Applicants should make detailed responses to questions outlined below under Project Information.**

### Narrative

1. The sponsor must identify a site for the proposed project or the application will not be considered. This is a City of Boston requirement for all projects seeking Consolidated Plan certification, even if HUD does not require site control at the time of application. (If the proposal involves only social services not associated with a particular housing development, the location where services will be provided must be identified. If the proposal is for scattered site housing, then the census tracts in which apartments will be located must be identified. If the proposal involves leasing a building, the building and/or specific census tract in which the building will be leased must be identified).
2. The project sponsor must demonstrate that it has the experience, the financial and the administrative capacity to carry out the proposed program or activity, including any proposed supportive services. Documentation of experience and capacity must include a listing of any similar projects completed by the sponsor.
3. The project sponsor must describe and document any community outreach that has been conducted to-date and outline plans for outreach, which will be conducted during project development and implementation.
4. The sponsor must demonstrate how the proposed project and the proposed site will address the needs of the project's residents.

5. The project sponsor must demonstrate how the proposed project and proposed site will contribute to the City's goal of ensuring that safe, affordable, quality and supportive housing opportunities will be available throughout the city or, otherwise: a) meets an overriding housing need in the market area, such as serving the residents of proposed projects with services as necessary; or b) is an integral part of an overall local strategy for the preservation of and benefits to the surrounding neighborhood.
6. The project sponsor must demonstrate how the proposed project will contribute to enhancing the quality of life and/or the revitalization of the neighborhood in which it is sited.
7. Project sponsors must demonstrate that the proposed site promotes greater choice of housing opportunities and avoids undue concentrations of assisted persons in neighborhoods with a high proportion of lower-income persons. The City has defined this standard to reflect HUD's policy of "promoting the provision of assisted housing in a variety of locations by avoiding significant concentrations of low-income families in any one section of a metropolitan area."

*For the purposes of the City of Boston Consolidated Plan, an undue concentration of low-income families will be defined as an area (e.g., census tract) with a low-income population at least 10% above the citywide percentage. That standard equals an area within Boston with 66.2% or more of the households with incomes below 80% of the Boston Area Median Income.*

8. Sponsors are encouraged to demonstrate that the proposed project will promote economic integration or meet an existing neighborhood need. This policy has been adopted to prevent the concentration of assisted housing in minority neighborhoods. For projects located in census tracts with concentrations of minority populations, the City will review all applications to determine whether or not the proposed project will significantly increase the concentration of low-income persons in such areas.

*For the purposes of the City of Boston Consolidated Plan, an area is considered to have a concentration of minorities if it has a percentage of any particular racial or ethnic minority that is at least 10% above the citywide percentage for that group (e.g., census tracts with more than 33.58% Blacks, more than 24.46% Hispanic Origin), or for the aggregate of minority groups taken together (i.e., census tracts with 60.61% or more minorities).*

***Please be aware that HUD may impose higher or different standards for particular programs or activities.***

## Project Information

**Project Description** (include number of units for housing projects)

**Project Location** (please include a small map with the project or program identified)

Address(s) (including zip code): \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Census Tract(s) \_\_\_\_\_

Ward & Parcel ID(s) *required* \_\_\_\_\_

Address Confidential?  YES  NO

(If yes, specify reason) \_\_\_\_\_

**Please Note: To reduce the submission burden, you may substitute appropriate sections of your HUD application for any of the following, if the HUD application provides substantially the same information.**

Type of Project or Activity (check the category which fits best)	
	Permanent Housing
	▪ Rental Housing
	▪ Homeownership Housing
	Homeless Facility or Program
	▪ Emergency Shelter
	▪ Transitional Housing
	Economic Development
	Infrastructure
	Public Facilities
	Public Services
	Planning and Administration
	Other (Specify) _____



Proposed Use of HUD Funds	HUD Funds Requested
Acquisition	\$ _____
Rehabilitation	\$ _____
New Construction	\$ _____
Other Physical Improvements	\$ _____
Lease Structure	\$ _____
Lease Units (Scattered Sites)	\$ _____
Rental Assistance	\$ _____
Home Buyer Assistance	\$ _____
Planning	\$ _____
Supportive Services	\$ _____
Operating Costs	\$ _____
Homeless Prevention Activities	\$ _____
Administration	\$ _____
Other (Specify) _____	\$ _____
Total HUD funds requested	\$ _____
Other funds (specify sources)	\$ _____
	\$ _____
	\$ _____
<b>Total Project/Program Costs</b>	\$ _____

Populations Served (check all that apply)	
<input type="checkbox"/>	Elderly (62+)
<input type="checkbox"/>	Frail Elderly
<input type="checkbox"/>	Youth (Ages 6-17)
<input type="checkbox"/>	Children (Under 6)
<input type="checkbox"/>	Chronic Mental Illness
<input type="checkbox"/>	Developmentally Disabled
<input type="checkbox"/>	Physically Disabled
<input type="checkbox"/>	Chronic Substance Abusers
<input type="checkbox"/>	Dually-diagnosed (Mentally Ill & Substance Abuse)
<input type="checkbox"/>	Homeless Individuals
<input type="checkbox"/>	Homeless Families
<input type="checkbox"/>	Persons with HIV/AIDS
<input type="checkbox"/>	Victims of Domestic Violence
<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Other (Specify) _____

<b>Housing Development Projects and Homeless Facilities</b>			
<b>Permanent Housing</b>	<b>Total Units</b>	<b>Bedroom Size(s) *</b>	<b>Total Persons</b>
Rental			
▪ 1-4 Unit Bldg			
▪ 5 + Unit Bldg			
Homeownership			
▪ 1-4 Unit Bldg			
▪ 5+ Unit Bldg			
<b>Homeless Facilities</b>	<b>Beds/Units</b>	<b>Bedroom size(s)</b>	<b>Total Occupancy</b>
Emergency Shelter			
Transitional Housing			

\* Please specify number of each bedroom size (10 SROs, 5 1-BR units, 6 2-BR, etc.)

<b>Economic Development Projects</b>	
<b>Type of Project</b>	<b>Number of Jobs</b>
Retain Existing Jobs	
Create New Jobs	
<b>Total</b>	

<b>Public Services/Public Facilities (check all that apply)</b>			
<b>Sub-Population</b>		<b>Number of Service Slots</b>	<b>Number of Persons</b>
	Employment training		
	Case Management		
	Child Care Services		
	Substance Abuse Services		
	Health Services		
	Mental Health Services		
	Housing Placement		
	Life Skills Training		
	Crime Awareness		
	Handicapped Services		
	Legal Services		
	Transportation Services		
	Screening for Lead-Based Paint		
	Senior Services		
	Youth Services		
	Services for Abused and Neglected Children		
	Other (Specify) _____		

Income Targeting (check all that apply)			
Income Category		Number of Housing Units	Number of Persons
<b>Check</b>	<b>Poverty Level</b>		
	Very Low Income (0-30% of Median Family Income)		
	Low Income (31-50% of Median Family Income)		
	Low-Moderate Income (51-80% of Median Family Income)		
	Moderate Income (81-95% of Median Family Income)		
	Over 95% of Median		

**City Assistance (for all Applicants)**

Does the proposed project need funding from or has the proposed project received any commitment of financial or other assistance from the City of Boston? If so, please describe.

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Is this project part of or located in a target area for any City-sponsored programs or initiatives such as the Boston Main Streets or the Choice Neighborhoods NRSAs? Please list.

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**Community Outreach Process (For all applicants)**

A). Please describe and document any outreach to and discussions you have had to date with community residents, organizations, state or city elected officials regarding the proposed project:

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B). Please outline your plans for outreach during project development and implementation:

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**Sponsor Capacity (For all applicants)**

A) Please describe your organization's previous experience in developing and/or operating projects or programs similar to the type for which you are now requesting HUD assistance.

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B) Please describe the organization's financial and administrative capacity and provide documentation showing that your organization has the financial and administrative capacity to carry out the proposed project or activity.

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C) Please describe the supportive services (if any) which will be provided. Identify the proposed service provider, describe their qualifications and experience, and document their willingness and financial capacity to provide the proposed services in conjunction with your project.

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**Site and Neighborhood Considerations (Housing Projects Only)**

A) Please describe the site and major characteristics of the neighborhood in which the proposed project will be located. Explain why you chose this particular site and how this project will contribute to the quality of life and/or the revitalization of the neighborhood in which the project is located.

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B) Please describe how the proposed project will adequately address the needs of the proposed resident population.

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C) Please describe how this particular site is suited to the needs of the proposed resident population.

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D) Please describe how the project will promote economic integration or meet an existing neighborhood need.

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E) Please describe how the proposed project and site promotes greater choice of housing opportunities and avoids undue concentrations of assisted persons in neighborhoods with a high proportion of lower-income persons.

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F) Please describe how the proposed project and the proposed site 1) addresses the City's goal of providing access to affordable and supportive housing opportunities throughout the City and/or 2) meets an overriding housing need which cannot be met by another site in this housing market and/or 3) is an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood.

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END