

**CERTIFICATION OF CONSISTENCY WITH THE CITY OF BOSTON'S CONSOLIDATED PLAN**

Please return this **Intent to Apply** form (page 1) to DND as soon as you pick up this application. Returning page 1, prior to completing the rest of this request form, alerts us that you intend to submit a proposal to HUD. Return documents in person, by fax, email, or regular mail: DND/PDR 26 Court St. 8<sup>th</sup> fl. Boston, MA 02108, fax 617.635.0383, email [dmarchioni.dnd@cityofboston.gov](mailto:dmarchioni.dnd@cityofboston.gov) . ATTN: HUD Certification.

When you complete the full application for certification, enclose another copy of page 1, and the completed HUD form 2991 (<http://hudclips.org/forms/HUD-2991>) with your package. *Check the HUD web site for any changes in deadline dates.*

**CHECK EVERY PROGRAM UNDER WHICH YOU PLAN TO APPLY. COMPLETE, SIGN AND RETURN FORM.**

Check	HUD Program	HUD App. Deadline	Boston/DND *Deadline
	Section 811 Supportive Housing for Persons with Disabilities	December 17	<b>December 2</b>
	Section 202 Supportive Housing for the Elderly	December 14	<b>December 2</b>
	Family Unification Program	December 3	<b>November 3</b>
	Healthy Homes Demonstration	November 24	<b>October 26</b>
	<b>To Be Announced</b>		
	Section 202 Demonstration Grant Program	TBD	
	<b>CLOSED</b>		
	Green and Healthy Homes Technical Studies	November 17	<b>N/A</b>
	HOPE VI Revitalization Grants	November 17	<b>October 19</b>
	Continuum of Care Homeless Assistance Programs	November 9	<b>October 14</b>
	Assisted Living Conversion Program for Eligible Multifamily Projects	November 5	<b>October 5</b>
	Housing Choice Voucher Family Self-Sufficiency (FSS) Program Coordinators	November 2	<b>October 14</b>
	Community Development Technical Assistance (TA)	October 21	<b>September 21</b>
	Fair Housing Initiatives Programs	September 18	<b>August 20</b>
	Resident Opportunity and Self-Sufficiency (ROSS) programs	September 18	<b>August 20</b>
	Self-Help Homeownership Opportunity Program (SHOP)	September 14	<b>August 17</b>
	Healthy Homes Technical Studies	August 18	<b>August 3</b>
	Public Housing Family Self Sufficiency	August 11	<b>July 13</b>
	University and College Programs	August 7	<b>July 10</b>
	Housing Counseling Programs	July 17	<b>July 6</b>
	Housing Counseling Training	July 17	<b>July 6</b>
	Lead –Based Paint Hazard Control (LHC)	July 20	<b>N/A</b>
	Lead-Based Paint Hazard Reduction Demonstration Program (LHRD)	July 20	<b>N/A</b>
	Housing Opportunities for Persons with AIDS (HOPWA)	<b>N/A</b>	
<b>For any program not listed above, the Boston deadline is 30 days prior to the HUD deadline.</b>			
<b>* Boston/DND deadlines are adjusted accordingly for programs where HUD provides less than 60 days notification.</b>			

**I, the undersigned, have received the certification application materials, and am aware of the deadlines for submitting the HUD application and City of Boston application for certification.** I also understand that DND reserves the right to reject late certification applications or, if accepted, late applicants are not guaranteed that the certification will be processed in time to meet the HUD submission deadline.

Name (print) \_\_\_\_\_ Signature: \_\_\_\_\_

Organization \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**FEDERAL FY2009 APPLICATION FOR CERTIFICATION OF  
CONSISTENCY WITH CITY OF BOSTON CONSOLIDATED PLAN**

**Applicant Organization:**

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**Project:**

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**Total HUD Funds Requested:**

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**Employee 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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**FFY2009 HUD Application Deadline (see page 1 or HUD Web Site  
[www.hud.gov/offices/adm/grants/fundsavail.cfm](http://www.hud.gov/offices/adm/grants/fundsavail.cfm))**

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

2991  2990  92015-CA  92016-CA  other:

**This project has been certified as Consistent with the City of Boston's Consolidated Plan within the past two years. Check all that apply**

Certified in 2008 \_\_\_\_\_  Certified in 2007

## 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 Consolidated Plan. Certifications are required for any proposed project to be located in the City of Boston for which you are applying directly to HUD or indirectly through an agency of the Commonwealth of Massachusetts.

Applications for certifications must be submitted to the Department of Neighborhood Development **not less than 30 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 30 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.*

Complete applications may be obtained from and must be submitted to: **Policy Development and Research Division/DND, 26 Court Street, 8th floor, Boston, MA 02108**. If you have any questions, please contact: Diane Marchioni, (617-635-0243).

### **NOTE: 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 Certification Application and received a Certification of Consistency under a HUD FY08 or FY07 funding round (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.

**Checklist for certifications or other documents that can be requested from the City of Boston for HUD Federal FY2009 NOFA applications**  
**OFFICIAL HUD FORMS CAN BE DOWNLOADED FROM THE HUD WEB SITE:**  
**<http://www.hudclips.org/cgi/index.cgi>**

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Please indicate which of the following you are requesting. Check one or more, as appropriate:

- Certification of Consistency w/Consolidated Plan** - form HUD 2991 - that the proposed activities/projects in the application are consistent with the City of Boston's approved Consolidated Plan. You will need to complete and submit this certification application, along with a completed copy of the HUD Certification form (HUD-2991).
1. A completed HUD form 2991 must be submitted with the application.
  2. Site Control documentation is required for all development projects
  3. 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
- Removal of Regulatory Barriers** - To help ensure that all available measures are being taken to eliminate regulatory barriers, this questionnaire (HUD form -27300) has been included as a requirement for many programs in the NOFA process. This form asks a series of questions about what jurisdictions are doing to address regulatory barriers. Additional rating points will be awarded to applicants where the locality in which the project is located has undertaken significant regulatory reform efforts. *The City of Boston has prepared a standard response for all Boston applicants, which can be accessed online at [cityofboston.gov\dnd](http://cityofboston.gov/dnd).*
- Certification of Consistency w/Empowerment Zone** – Many of HUD's competitive applications provide two bonus points for projects located in and serving a federally designated Empowerment Zone. Applicants seeking these bonus points must obtain a certification that the proposed activities/project are a) consistent with the EZ Strategic Plan and b) that the proposed activity/project is located within the EZ and serves EZ residents. Determinations of consistency with the Strategic Plan and issuance of certification of consistency are made by the Support/Certification Committee of Boston Connects, Inc. (Boston's Empowerment Zone). When required, you will need to submit to the Empowerment Zone a copy of this certification application and HUD Certification form (HUD-2990). **Contact: Shirley Carrington, Boston Connects, Inc. at (617) 989-9183; <http://www.bostonez.org/>**
- Analysis of Impediments to Fair Housing** - Affirmatively Furthering Fair Housing & Addressing 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, a companion document to the City's Consolidated Plan. 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 Applicants should contact Marlena Richardson, at (617) 635-4408 to obtain a copy of the Analysis of Impediments to Fair Housing and Fair Housing Plan.
- Continuum of Care** – determination that the proposed activities/projects are consistent with the City of Boston's Continuum of Care plan and that the project will fill an existing gap in the City's Continuum of Care. You will need to submit a copy of this certification application, along with a completed copy of the HUD Certification form (HUD- 4020086-A-CIECH). *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.*

## Letters from City of Boston agencies or Boston Connects

- Match/Leverage Letter  
*Attach a description (i.e., amount, percentage, cash, in-kind, etc.) and provide a list of agencies that you have or intend to approach to provide the match.*
- Letter of Support from DND or Mayor Menino (enclose draft)

## 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. 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 detail response 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) _____
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**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)	\$	
	\$	
	\$	
Total Project/Program Costs	\$	

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

<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
Poverty Level		
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 Boston Empowerment Zone? 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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