

# The Housing Industry Foundation 2019 Renovation Application



The Housing Industry Foundation (HIF) provides renovations for agencies that serve individuals and families experiencing homelessness in San Mateo and Santa Clara Counties. Successful applicants for support will demonstrate a clear benefit toward the quality of life for residents and staff, improved and expanded service capacity and strong management structure to coordinate and promote the project and its outcomes.

Renovations are completed via HIF's Renovation Fund and our extensive network of vendors and corporate partners that work with HIF and successful applicants to plan, execute and promote projects and corresponding volunteer workdays.

The HIF Renovation Program Manager and Committee selects nonprofit facilities based on alignment with our mission, the need of the agency, the impact the renovation will make, the ability of the agency to work with HIF during the renovation process, and their ability to maintain the completed facility improvements and promote the project's impact and HIF's support.

## **Application Guidelines:**

- Applicant must be a 501(c)3 nonprofit entity that provides housing and/or shelter and services including permanent, transitional or emergency housing
- Facility must be located within Santa Clara or San Mateo Counties
- Must serve a population that is experiencing homelessness and housing insecurity including: seniors, veterans, people with disabilities, victims of domestic violence, and low-income families
- The scope of work and its cost must fall within the overall annual HIF Renovations budget, taking into consideration time constraints, codes and compliance concerns
- Applicant will clearly demonstrate ability and process to maintain completed improvements and compliance with all HIF contracts and agreements
- Successful applicants will: demonstrate how they will communicate, manage and follow-up on all aspects of the Renovation Project, appoint dedicated staff for the duration of the project, make available senior staff members in the application process and leverage their marketing efforts to promote the project and HIF to their stakeholders and the general public
- Applicant will provide all needed information, financials, documentation, impact statements and data in a timely manner before, during and after the renovation is completed and as needed

## **Application Timeline:**

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|-----------------|---|
| <b>1/22/19:</b> | Application deadline  |
| <b>2/5/19:</b>  | Finalist applications submitted for HIF Board Renovation Committee Review |
| <b>2/22/19:</b> | Finalist Site Visits, Project Budget Estimates and Review completed       |
| <b>3/7/19:</b>  | Award notifications completed   |
| <b>3/14/19:</b> | Estimated project dates set for Spring, Summer, Fall & Winter renovations |

<b>Housing Industry Foundation 2019 Renovation Application</b>	<b>For HIF office only Date Received:</b>
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**Complete this application in its entirety** and email a PDF copy to: [steve@hifinfo.org](mailto:steve@hifinfo.org) **no later than 1/22/19**

For questions and support contact: Steve Sullivan at [steve@hifinfo.org](mailto:steve@hifinfo.org) / 773-495-5569

Include attachments to provide additional details where needed of **no more than 200 words** per question

\_\_\_\_\_  
Organization Name Executive Director/CEO

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Person Contact Phone Number Contact Email

Federal Tax ID: \_\_\_\_\_

\_\_\_\_\_  
Project Site Name

\_\_\_\_\_  
Project Site Address

\_\_\_\_\_  
Phone Number Email address

Do you own or lease the facility? \_\_\_\_\_

When was the facility built? \_\_\_\_\_ Attached proof of ownership or lease:

No. of residents served at specific site? \_\_\_\_\_ How did you hear about HIF? \_\_\_\_\_

Has HIF completed a renovation for your nonprofit in the past? If so, when? \_\_\_\_\_

Please list top 4 renovation priorities, along with current photos of desired renovation areas:

Does your organization have the capacity to cover the cost of any applicable permitting, architectural and day of volunteer support costs? \_\_\_\_\_

Describe the your mission, programs and detailed demographic information on the population being served. Give HIF a clear sense of the challenges and circumstances of the clients you serve and the how your program/s assists them. Include the outcomes your organization has achieved:

Describe how you track and report the progress of your clients during and after they leave your program:

Please explain why your organization has not been able to complete the requested renovations? Do you have any current facilities projects underway? Does your facility have any known zoning or permitting challenges (if yes, list details)?

Attached your most recent 990 report and projected budget for 2019:

Describe how you currently maintain your facility and how you will maintain requested renovations:

Provide a detailed impact statement this project will have in the immediate and long term for your organization and the clients you serve. What change will occur as a result of this project? Include programmatic, financial, and staff/client input:

Describe your organization's marketing plan for highlighting this project and HIF before, during and after the project. Also, describe your ability, network and efforts to recruit local officials to attend the final project celebration and day of service:

If selected, list who within the organization (include their current role) will be appointed as project manager and liaison with HIF who is authorized to act on behalf of the agency?

**AUTHORIZATION STATEMENT:** If selected, I understand and agree to have our facility renovated by volunteers. I, the undersigned, certify that this information is true and correct to the best of my knowledge, and that the provisions stated are accepted and agreed to:

\_\_\_\_\_  
Applicant Title / Signature

\_\_\_\_\_  
Date