HOUSING AFFORDABILITY PLANNING PROGRAM
GRANT APPLICATION

HAPP Application Question Preview and Submission Checklist

Note – applications must be submitted online via the application portal at www.mwcog.org/HAPP . Applications submitted via email will not be accepted for funding. This document is intended to assist you in preparing your application responses in advance of submission.

1. Project Jurisdiction(s):_____

2. Project Name:_____

3. Project Applicant (Jurisdiction Agency or non-profit entity): _____

4. Funding Request Amount up to $75,000: $_____

5. Provide a brief project description (3-5 sentences):

   _____

   _____

   _____

6. Describe the final product(s) resulting from this project and describe clearly how HAPP grant funds will be used (3-5 sentences):

   _____

_____

_____

7. For proposed housing development projects:
   Is this project new construction or rehabilitation? _____
      a.   Other (please describe):_____

8. For proposed housing developments, please indicate housing tenure:
      a. Rental
      b. Homeownerships

9. For proposed housing developments, if it is a planned rehabilitation of an existing development, rental or homeownership, please provide the number of units preserved, net new affordable units created, and any proposed changes in income levels served at project completion. Will any net new income-restricted units be created? (3-5 sentences):

_____

_____

_____

10. For proposed housing developments: In 2-3 sentences, provide the total number of units created (income restricted and market rate) and provide a breakout of the number of units by percent of Area Median Income (e.g., X units at 60% AMI, Y units at 50% AMI, etc.)

_____

_____

_____

11. For proposed housing developments: Describe any applicable affordability controls and control period (2-3 sentences):

_____

_____

_____

12. Please describe the project schedule including its current status, critical milestones, and the anticipated timeframe for use of grant funds. *Note: grant funds should be used within a 12-month period from award*. (3-5 sentences):

_____

_____

_____

_____

13. Explain how the proposed housing development or policy study will positively impact community accessibility to transit (3-5 sentences):

_____

_____

_____

_____

14. Explain any prior or planned public outreach/participation involved with this project (1-2 sentences):

_____

_____

_____

15. Is the project in a Regional Activity Center? For a map of the region's Activity Centers, see: https://www.mwcog.org/documents/2025/05/14/regional-activity-centers-maps-activity-centers-land-use-region-forward/
    a. Yes
    b. No

16. Is the project in an Equity Emphasis Area? For a map of the region's Equity Emphasis Areas, see https://www.mwcog.org/maps/eea-map/
    a. Yes
    b. No

17. Is the project within a half-mile of a high-capacity transit (HCT) station? For a map of the region's high-capacity transit stations, (current and anticipated to be built by 2045) see: https://www.mwcog.org/maps/map-listing/high-capacity-transit-station-areas-hcts/
    a. Yes
    b. No

18. If the project is not within a half-mile of a HCT station, list distance from proposed development or study area to the nearest HCT (in miles): _____

19. For indirect (non-governmental) applicants: entity is an MBE, WBE, or a minority led organization (indicate which one). If applicant is an MBE or WBE, please provide evidence of certification. For minority led organizations please provide evidence that supports this status. Upload evidence in the next step.

    a. Yes, applicant is an MBE (Minority-owned Business Enterprise)
    b. Yes, applicant is a WBE (Women-owned Business Enterprise)
    c. Yes, applicant is a minority led organization
    d. No, applicant is not an MBE, WBE, or minority led organization

20. For WBE, MBE, or minority led organizations, please upload evidence in a single PDF file.

21. Do you agree to COG's use of project content for multipurpose promotion?
    a. Yes
    b. No

22. COG staff may ask your organization to share the results of your award through making presentations, blog posts, or other activities. Is your organization willing to participate in such activities?
    a. Yes
    b. No

23. Applicant contact information:
    a. Primary contact name
    b. Primary contact title
    c. Agency
    d. Email address
    e. Phone number

24. Secondary contact information
    a. Secondary contact name
    b. Secondary contact title
    c. Secondary contact agency
    d. Email address
    e. Phone number

25. Collaborating agency/organization contact information (if applicable):
    a. Collaborating agency contact person name
    b. Collaborating agency contact person title
    c. Collaborating agency/Organization name
    d. Email address
    e. Phone number

Application Checklist (question #26)

The following items should be submitted via a single PDF upload in the online application available at www.mwcog.org/HAPP:

1. For non-profit housing developers ONLY: Letter of endorsement for the proposed project from a city/county elected official, local government Chief Administrative Officer, or Director of Housing and Community Development specifically referencing support of the applicant's proposal for HAPP grant funding. Please ensure the agency providing the support letter is from a COG member government.

2. Area map on 8.5" x 11" sized paper identifying project location, Regional Activity Centers, high-capacity transit stations, Equity Emphasis Areas (if applicable), other major transportation facilities, and jurisdiction boundaries (1 page).

3. Photographs of current conditions and graphics depicting the desired outcome.

4. Brief project description including the following (3-5 pages):
    a) Purpose and need, describing why the use of HAPP funds will catalyze more affordable housing development near transit
    b) Anticipated final product(s)
    c) Community engagement plan and key strategies to build support for additional housing (for planning studies and proposed developments)
    d) Collaboration with other agencies and/or jurisdictions
    e) For planning studies ONLY: Strategies to advance project recommendations, including future planning, funding, and implementation (for non-development projects)
    f) Concise description of whether and how the project might be redesigned if not fully funded. Please indicate if a grant award less than the requested amount would still maintain project viability.

Please upload the above content via a single PDF file.

NOTE *Do not include general letters of support for the proposed project from partner organizations, as they will not be reviewed or taken into consideration by the Selection Committee.*

Application Considerations

- HAPP grant assistance is limited and short-term. Applicants are encouraged to be focused and limited in the assistance they request. Grant funds should be used within a 12-month period.
- HAPP assistance is designed to supplement, not supplant, local and other sources of funding. Applicants are encouraged to demonstrate how HAPP assistance will leverage other resources and support activities that might not otherwise take place.
- Non-profits and non-member jurisdictions may apply as *indirect* recipients. Indicate this status as "Collaborating Agency/Organization" on the application contact page.
- HAPP grant assistance may be used to support affordable housing production; proposals that do not create net new affordable (income-restricted) units – either via new construction or preservation/acquisition will not be considered.
- Projects that are solely intended for data collection are not eligible.

Post-Award Considerations

- HAPP grantees will provide progress updates to COG staff six months post-disbursement and a final report at the 12-month grant period conclusion.

- HAPP grantees may be asked to share findings or lessons learned at a future COG meeting following the conclusion of the grant activities. Awardees will be given as much advanced notice as possible.