



HOUSING AFFORDABILITY PLANNING PROGRAM GRANT APPLICATION GUIDANCE

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.

Eligible Applicants

- Local government [COG member jurisdictions](#).
- Non-profit housing developers may apply as **indirect** recipients. Indicate this status as “Collaborating Agency/Organization” on the application contact page and submit a letter of support from a COG member jurisdiction (more detailed instructions can be found in the application).
- Proposed projects must be in one of the 24 COG member government jurisdictions. For a list of COG members, please see: <https://www.mwcog.org/about-us/cog-and-our-region/local-governments/>

Application Considerations

- HAPP grant assistance is limited and short-term. Applicants are encouraged to be focused, limited, and specific in the assistance they request. Grant funds should be used within a 12-month period from the time of disbursement.
- 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.
- HAPP grant assistance may be used to support affordable housing production; development proposals that do not create net new income-restricted units will not be considered.
- Projects that are preservation/rehab only or solely intended for data collection are not eligible.
- Applicants should review the FAQs for responses to questions raised in previous rounds of funding.
- Letters of support for indirect (nonprofit) applicants:
 - Project endorsement letters should be from a COG member local government Director of Housing and Community Development or Planning Department Director, Chief Administrative Officer, or elected city/county Mayor, Council member, or Board of Supervisors member.

- For the District of Columbia, letters of support from ANC representatives are insufficient, as participation in COG committees is limited to local government staff and elected officials only.

Abstract Submission Process (Optional)

- Applicants may submit a proposal abstract to COG staff for review and feedback regarding how to strengthen an application.
- Submission of an abstract is optional and is not a prerequisite to submit an application.
- Abstracts should be submitted in Word format and briefly describe the proposed project in two to three paragraphs; maximum of one page.
- Abstracts should be submitted via email to happ@mwkog.org.
- Feedback will be provided within two weeks following receipt of the abstract submission.
- Feedback provided to applicants will not be shared with members of the Technical Selection Committee.

Scoring Considerations

- 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.
- Planning grant applications: the proposal should include a description of next steps and how the results of the study will be implemented in the future to increase affordable housing production near transit.

Bonus Points

- Development grant applications: applicants which have not received HAPP grant funding in the past will receive additional points.
- Bonus points will be awarded based on proximity to [High-Capacity Transit stations \(HCTs\)](#) and location within [Equity Emphasis Areas \(EEA\)](#) on a sliding scale. It is not required for proposals to be in EEAs or near HCTs to submit an application. Maximum bonus points will be awarded for projects within a half-mile of an HCT.
 - <https://www.mwkog.org/maps/map-listing/high-capacity-transit-station-areas-hcts/>
 - <https://www.mwkog.org/maps/map-listing/equity-emphasis-areas-eeas/>

Post-Award Considerations

- HAPP grantees will provide progress updates to COG staff at 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.