

**Homeless Housing Assistance Corporation (HHAC)**  
**Concept Paper Submission Guidelines**

Organizations interested in pursuing HHAP funding are strongly encouraged to submit a concept paper before submitting an application. A key to the success of any project is in the initial planning. Concept papers can be an extremely important part of the planning process because they enable HHAC to review potential projects and explore ideas without imposing heavy burdens on prospective applicants. Concept papers help HHAC assess whether or not the proposed project is eligible for funding and enable us to offer suggestions prior to the submission of a full proposal.

Tips for Writing the Concept Paper: Be brief, concise and clear. Demonstrate that your agency has a good understanding of the nature of homelessness, has a solid plan for addressing the housing and service needs of a homeless population, and has the capacity to develop and maintain a supportive housing program.

**Format and Content**

Concept papers should be no longer than five pages, excluding the cover page, budget and attachments (if any). Concept papers should be submitted on 8½" x 11" paper. The type and font size should be large enough to be easily read (no less than 12 pt), margins should be standard size (minimum 1") and multi-color fonts should be avoided. All pages should be numbered, and your organization's name, as well as the concept paper submission date should be included on each page in the header or footer of the document. The completed concept paper as well as attachments can be submitted either via e-mail or hard copy. If submitting by hard copy, an original and two copies are required.

**1. The Cover Page**

Please use the attached format for the Concept Paper Cover Page.

**2. Organizational Introduction**

Provide a brief description of your organization, including the year it was founded, its mission, major accomplishments and other information that demonstrates your capacity to carry out the proposed project.

**3. The Project Narrative**

The Project Narrative should provide someone unfamiliar with the proposed program a good understanding of the project. Please be succinct. Remember that the purpose of the Concept Paper is to convey your agency's vision of the project and to ensure that vision is consistent with HHAP program guidelines. There will be an opportunity to receive feedback and input from HHAP program staff subsequent to submission.

Minimally, the Project Narrative should include the following information:

- Target population (singles, families, including special needs).
- Type of housing (emergency, transitional, permanent).
- A description of the need for this project in the community where it will be located.
- A brief synopsis of the support services to be provided to residents and how such services will be delivered.

- Site location and status (currently owned/leased by your organization, under contract, site as yet unidentified).
- Type of construction (new, substantial or moderate rehabilitation) and proposed construction approach (e.g. general contractor, construction manager).
- A narrative description of the physical layout of the proposed housing program (i.e., a three story building containing ten two-bedroom units, with laundry and meeting rooms in the cellar). Note: preliminary drawings are not required. However, if they have been completed, please reduce to 8 ½ x 11 and attach to the Concept Paper.
- Amount and status of other development funding.
- Anticipated operating income (both for the building and support services) including level of commitment.
- Time-line for development from securing all funding sources through rent up.

#### 4. Development Budget

Please provide a preliminary line item development budget including all anticipated funding sources.

#### 5. Letters of Cooperation or Support

HHAC encourages organizations to work closely with the local department of social services and local municipal officials during the planning stage of their projects. If available, please attach letters of support from the local department of social services and/or from municipal officials. It is not necessary to secure such letters for purposes of submitting this concept paper.

#### 6. Submission of the Concept Paper

The completed concept paper as well as attachments can be submitted either via e-mail or hard copy. If submitting by hard copy, an original and two copies are required. Concept papers should be submitted to:

Dana Greenberg  
Bureau of Housing and Support Services  
NYS Office of Temporary and Disability Assistance  
40 North Pearl Street, 10-C  
Albany, New York 12243  
Phone: (518) 473-2587  
E-mail: [dana.greenberg@otda.ny.gov](mailto:dana.greenberg@otda.ny.gov)

**New York State  
Homeless Housing and Assistance Program  
Concept Paper Cover Page**

Organization Name: \_\_\_\_\_

Not-for-Profit: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(If different than above)*

Executive Director: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Concept Paper Contact: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Working Name of Project: \_\_\_\_\_

Population:                      \_\_\_\_\_ Families    \_\_\_\_\_ Singles    \_\_\_\_\_ Families and Singles

Special Needs: \_\_\_\_\_

Number of Units:                      \_\_\_\_\_ HHAP    \_\_\_\_\_ Non-HHAP    \_\_\_\_\_ Total

Total Development Cost: \_\_\_\_\_

Proposed HHAP Request: \_\_\_\_\_