

# Consortium

*City of Schenectady, City of Troy, Town of Colonie*

## HOME-ARP

### Support Services Application

FY 2023

**Due Date for Proposals:** August 18<sup>th</sup>, 2023 at 4:00pm

**Send to:** [KFollett@caresny.org](mailto:KFollett@caresny.org)

*Late submissions will not be considered.*

#### **Point of Contact**

Karen Follett

HOME-ARP Project Coordinator

[KFollett@caresny.org](mailto:KFollett@caresny.org)

518-489-4130 x 749

On behalf of the Consortium's HOME-ARP Program, CARES of NY is issuing a request for proposals for projects that seek to provide supportive services to increase housing stability through meeting the needs of the community.

By issuing this request for proposals, it is the Consortium's intent to identify those projects which significantly address the Consortium's priorities written in the Allocation Plan. Before projects are recommended to the Consortium, all information requested in this Project Application must be provided. If funded, agencies will be considered HOME-ARP Subrecipients.

CPD-21-10 Notice: [Final HOME-ARP Implementation Notice \(hud.gov\)](https://www.hud.gov/press/20211021CPD2110)

Approved Allocation Plan: [Consortium-HOME-ARP-Allocation-Plan-for-public-posting-12.20.22.pdf \(caresny.org\)](https://caresny.org/12.20.22.pdf)

### **Qualifying Populations**

- 1) Homeless: as defined in 24 CFR 91.5 Homeless (1), (2), or (3).
- 2) At risk of Homelessness: as defined in 24 CFR 91.5 At risk of homelessness.
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking: as defined by HUD.
- 4) Other Populations: where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

### **Preferences**

The Consortium made no preference determination among qualifying populations or subpopulations for supportive services. However, it is anticipated those experiencing homelessness or victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking will benefit the most from supportive services, as this funding will be planned in collaboration with homeless services and victim of domestic violence providers.

### **Funding Levels**

The Consortium has dedicated \$620,000 to HOME-ARP Support Services. Applicants must apply for a minimum of \$50,000. Consortium has final determination on contract length and any adjustments to the amount.

The Consortium has decided to use HOME-ARP Supportive Service funding for the following:

1. Investment in mental health services onsite at homeless service provider locations or in coordination with homeless service case management;
2. Housing/landlord navigator to build relationships with local landlords and create a pool of up-to-date available units, connecting those with rental vouchers to

### **Additional Funded Application Expectations**

- Applicants must certify they will utilize the Homeless Management Information System (HMIS).
- Applicants must certify they will voucher on time depending upon the signed agreement for the duration of the contract.
- Applicants must certify they will participate in meetings with CARES of NY who administers the project.
- All costs must comply with the Cost Principles contained in subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200.

**HOME-ARP**  
**SUPPORT SERVICES**  
**RANK AND REVIEW APPLICATION 2023**  
**PART 1: OBJECTIVE QUESTIONS**

1. Organization Name: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Application Contact Person: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Requested Amount: \$ \_\_\_\_\_
  
7. What eligible activity are you requesting funding for? *Please check one. If you are applying for more than one, please fill out a separate proposal.*  
  
    \_\_\_Mental Health Services    \_\_\_Housing/Landlord Navigation
8. Is this proposed project an expansion of an existing program?  
    a.   ☐ Yes   ☐ No
9. Does your agency have prior experience serving individuals and families experiencing homelessness?  
    a.   ☐ Yes   ☐ No
10. Is your agency a member of the Albany CoC/Schenectady CoC/Rensselaer CoC?  
    a.   ☐ Yes   ☐ No

# HOME- ARP

## SUPPORT SERVICES

### RANK AND REVIEW APPLICATION 2023

### PART 2: NARRATIVES

#### PROJECT INFORMATION

FY23 Proposed Total Funding Request: \$ \_\_\_\_\_

\*Eligible costs start on page 45 of CPD-21-10 Notice

\*Must apply for a minimum of \$50,000

Project Delivery Costs	HOME-ARP Funds	Explain Activity Costs
1. Personnel		
2. Fringe		
3. Supplies		
4. Supportive Services <i>(Costs associated with Mental Health Services- page 48 or Landlord/Tenant Liaison -page 50)</i>		
<b>TOTAL</b>		

#### **11. HOME-ARP Budget Proposal (20 points)**

Please provide a brief narrative justification for each item for which funds are being requested. Please detail staffing as well as non-personnel related expenditures. Points will be awarded for complete and accurate budgets that have detailed explanations of activity costs. No more than 750 words.

- **Up to 20 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10 and the approved Allocation Plan.**

**12. Agency Experience (25 points)**

- a. Describe your agency's experience directly related to the proposed program. Please provide specific examples of similar service delivery programs administered using other funding source. Be sure to include details of similar projects managed by your agency and your familiarity of general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.
  - **Up to 15 pts awarded if the applying agency has prior experience administering similar programs.**
  - **Up to 10 pts awarded if the applying agency has familiarity with HUD regulations.**

### **13. Project Summary (35 Points)**

- b. Please describe your project and include the following: target population, location of service delivery, ability to begin project in 2023 coordination with community partners/community resources, how the project aligns with the HOME -ARP Notice and the approved Allocation Plan, as well as how your agency will monitor the effectiveness and success of the project. No more than 1000 words.
  - **Up to 25 pts awarded if the narrative clearly defines the summary of the project and aligns with the HUD HOME-ARP Notice CPD-21-10 and approved Allocation Plan.**
  - **Up to 10 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**



**14. Community Need (20 points)**

- c. Using quantitative and qualitative data, identify the need for your project and detail how your project will meet the need and how you will monitor success. No more than 1000 words.
- **Up to 15 pts awarded if the narrative clearly defines the need for your project in the Consortium.**
  - **Up to 5 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**