

Consortium

City of Schenectady, City of Troy, and Town of Colonie

HOME-ARP

Development of Affordable Housing Application

FY 2023

Due Date for Proposals: August 18th, 2023 at 4:00pm

Send to: KFollett@caresny.org

Late submissions will not be considered.

Point of Contact

Karen Follett

HOME-ARP Project Coordinator

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On behalf of the Consortium's HOME-ARP Program, CARES of NY is issuing a request for proposals for the Development and Support of Affordable Housing.

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://www.caresny.org/12.20.22.pdf)

Project Scope

The Consortium will dedicate \$1,700,000 to leverage state and federal affordable rental housing development resources to prioritize persons exiting the homeless system, followed by those fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking, and finally persons at-risk of homelessness. This is a one-time funding opportunity in the amount of \$1,700,000. Clients will be referred and accepted from a newly developed parallel Coordinated Entry (CE) Program. Per CPD-21-10:

- a. Not less than 70 percent of affordable rental housing units acquired, rehabilitated, or constructed with HOME-ARP funds by the Consortium must be occupied by households in the qualifying populations. Units that are not restricted to occupancy by qualifying populations are subject to income targeting and rent requirements established under the HOME-ARP Rental Program rules and are only permitted in projects with rental units restricted for occupancy by qualifying populations.
- b. HUD recognizes that, because many households in the qualifying populations are unable to pay rents sufficient to cover unit operating costs, the Consortium and project owners should attempt to obtain Federal or state project-based rental subsidies, if available. Since project-based rental subsidies can be difficult to secure, additional flexibility may be necessary to structure and underwrite projects so that they remain both affordable and financially viable. HUD is providing the Consortium with additional flexibilities in Section VI.B. to structure and underwrite HOME-ARP rental projects so they remain financially viable during the minimum compliance period. One of these flexibilities is permitting up to 30 percent of HOME-ARP rental housing units funded by the Consortium to be occupied by low-income households. The Consortium are encouraged to use this flexibility only when it is required to facilitate development of a HOME-ARP rental project. The Consortium must determine and document that households meet the definition of a qualifying population or, for the portion of HOME-ARP rental units not restricted to these populations, that households are low-income.
- c. Eligible HOME-ARP rental housing includes "housing" as defined at 24 CFR 92.2, including but not limited to manufactured housing, single room occupancy (SRO) units, and permanent supportive housing. Emergency shelters, hotels, and motels (including those currently operating as non-congregate shelter), facilities such as nursing homes, residential treatment facilities, correctional facilities, halfway houses, and housing for students or dormitories do not constitute housing in the HOME-ARP program. However, HOME-ARP funds may be used to acquire and

rehabilitate such structures into HOME-ARP rental housing.

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.

Preference for Units- *in the following order*

1. Homeless
2. Households fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking
3. Households at risk of homelessness
4. Other populations, as defined in the HOME-ARP regulations

Additional Funded Application Expectations

- Applicants must certify they will utilize the Homeless Management Information System (HMIS).
- Applicants must certify they will participate in the CoC Coordinated Entry Program.
- Applicants must certify they will voucher on time depending upon the signed agreement for the duration of the contract.
- 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
DEVELOPMENT OF AFFORDABLE HOUSING
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. Address of proposed project: _____
8. Would this project be using the HOME-ARP funding as Supplemental Funds?
a. ☐ Yes ☐ No
9. Please select one project type: ___ Acquisition ___ Rehabilitation ___ Construction
10. Is your agency a member of the Albany CoC/Rensselaer CoC/Schenectady CoC?
a. ☐ Yes ☐ No
11. Is the project construction currently underway?
a. ☐ Yes ☐ No
12. Have environmental reviews been completed?
a. ☐ Yes ☐ No
13. Are there any known environmental hazards that will need to be addressed as part of the project's development?
a. ☐ Yes ☐ No
14. Will your project give preference to those in the following order 1) those exiting homelessness 2) those victims of domestic violence, and 3) those at risk of homelessness?
a. ☐ Yes **1 pt** ☐ No **0 pts**

HOME- ARP

DEVELOPMENT OF AFFORDABLE HOUSING

RANK AND REVIEW APPLICATION 2023

PART 2: NARRATIVES

PROJECT INFORMATION

FY23 Proposed Total Funding Request: \$ _____

*Eligible Costs located on page 23 of CPD-21-10 Notice

*Budget must total \$1,700,000.00

| Activity | HOME-ARP Funds | Explain Activity Costs |
|---------------------------------------|----------------|------------------------|
| 1. Development Hard Costs | | |
| 2. Refinancing Costs | | |
| 3. Acquisition Costs | | |
| 4. Related Soft Costs | | |
| 5. Relocation Costs | | |
| 6. Costs relating to payment of loans | | |
| 7. Replacement Reserve | | |
| 8. Operating Cost Assistance | | |
| TOTAL | | |

15. HOME-ARP Budget Proposal (20 points)

- a. 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.
- b. How does this project propose paying for operation costs? Please describe in detail with information about specific grants or other funding source secured. No more than 1000 words.
 - i. **Up to 10 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10 and Approved Allocation Plan.**

- ii. Up to 10 pts awarded if there is a clearly defined plan for operating costs.**

16. Agency Experience (24 points)

- a. Describe previous experience with other affordable housing developments and operations, including project size, date completed, and population(s) served. Describe your associated agency's experience developing and operating affordable housing projects.
- b. Describe familiarity with general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.
 - i. **Up to 18 pts awarded if the applying agency has prior experience administering similar projects.**
 - ii. **Up to 6 pts awarded if the applying agency has familiarity with HUD regulations.**

17. Project Summary (35 Points)

- a. Please provide a detailed summary of this project, including: 1) specific developer) how the project would meet the needs of the qualifying population(s), and 2) plan for the long-term sustainability of the project. Additionally, 3) include how the proposed project aligns with the goals and objectives of HOME-ARP, as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10.
- b. What are the number of Affordable Housing units in the facility associated with the project? Please justify your response. No more than 1000 words.
 - i. **Up to 20 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.**
 - ii. **Up to 10 pts awarded if the narrative clearly states how the project will sustain long-term.**
 - iii. **Up to 5 pts awarded if the narrative justifies the number of beds with the community need.**

18. Community Need (20 points)

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