Homeless Housing and Assistance Program (HHAP)

Open Request for Proposals (RFP) Webcast
May 9, 2023

May 12, 2023

Agenda

- HHAP Overview

- HHAP Procurement

- What's New SFY 2023-24

- Review Process

- Best Practices

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BUREAU OF HOUSING AND SUPPORT SERVICES

HHAP OVERVIEW

Provides capital grants and loans to nonprofits, charitable, religious organizations, and municipalities to acquire, construct, or rehabilitate housing for persons who are homeless and are unable to secure adequate housing without special assistance.

SFY 2023-2024 Appropriation: **$128 million** *(set aside of $5 M for projects serving persons with HIV/AIDS, $5M for projects serving Veterans & $1 M for emergency shelter repairs)*

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- HHAP continues to further the Governor's Housing Plan

- HHAP emphasizes community need

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Basics of HHAP Funding

- HHAP is a capital program – services and operating costs are ineligible

- Prospective tenants must be homeless or imminently at-risk of homelessness

- Rents must be affordable to the residents (PA or up to 30% of tenant income)

- Supportive services, appropriate to the population, must be made available as an integral component of the project

- Projects must respond to an identified community housing need

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What Kind of Housing does HHAP Build?

- Permanent Housing
- Transitional Housing
- Emergency Housing
- Single Room Occupancies
- Domestic Violence/ Runaway Youth Shelters
- Licensed Facilities

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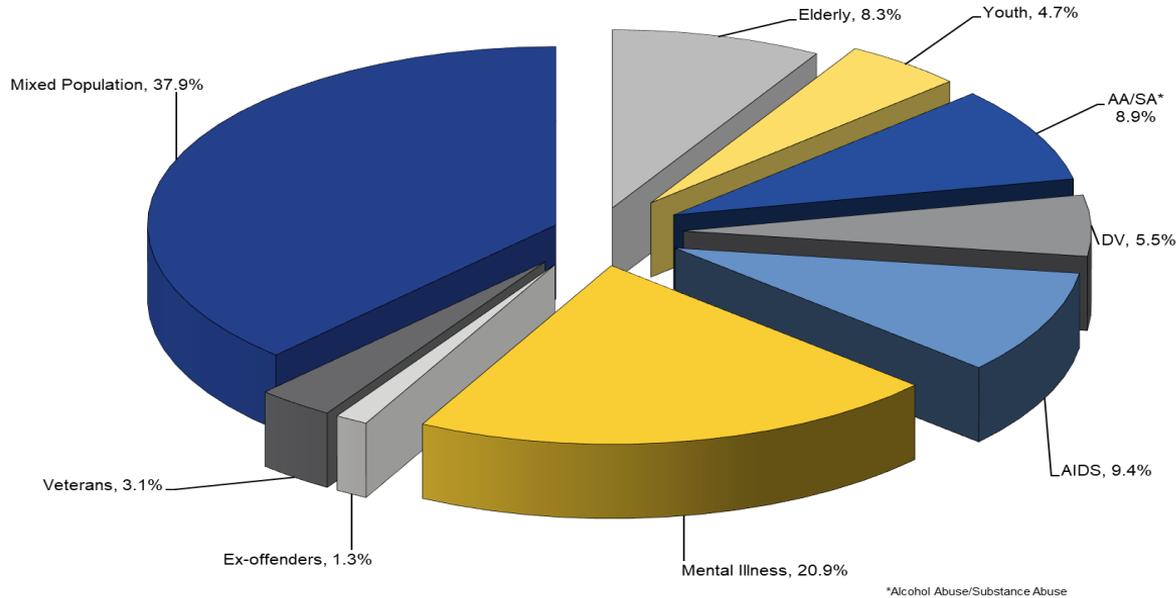
Eligible Costs

- Property Acquisition

- Demolition and Site Work

- Rehabilitation/Construction

- Testing/Abatement

- Equipment/Furniture Costs

- Architectural Fees

- Other Related Soft Costs

- Start-up/Reserves

- Health and Safety Repairs for Shelters

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Projects Awarded by Population

Special Population Units Awarded 1983-2022

Elderly, 8.3%
Youth, 4.7%
AA/SA* 8.9%
Mixed Population, 37.9%
DV, 5.5%
AIDS, 9.4%
Veterans, 3.1%
Ex-offenders, 1.3%
Mental Illness, 20.9%

*Alcohol Abuse/Substance Abuse

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HHAP Procurement Process

- RFP and Application are posted on the OTDA website: **otda.ny.gov/contracts/2023/HHAP/**
- Questions and Answers may be submitted in writing at any time. Answers are posted on the webpage (ongoing)
- Concept Papers (ongoing) are **HIGHLY ENCOURAGED** prior to submitting a full application and may also be submitted at any time
- Applications Accepted Beginning **May 25nd , 2023.**
- Notice of Suspension issued once available funding is fully awarded

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When to Apply

- HHAP is an Open RFP

- Applications do NOT have to be in the first day

- <u>Things to Consider</u>:

  - Will project be in construction with 12 months of award?

  - Are other development funds committed?

  - Are operating funds committed?

  - Are there zoning issues that can delay construction?

  - Are any Access Agreements with neighboring property owners needed?

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HHAP RFP 2023
Funding Parameters

In any one State Fiscal Year:

- No single award shall exceed $15 million

- No single sponsoring organization shall receive a combined total of more than 25% of funds available

- No single geographic area shall receive more than 60% of funds available

- 65% of funds available shall be awarded to permanent supportive housing

- Only two submissions of the same application in one State Fiscal Year

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What's New for 2023

- Award Increases
  - Up to $15m per application
  - Up to $200,000 Developer's Fee
  - Up to $150,000 for Existing Emergency Shelter Repair application

- Executive Order 22 (EO22) Leading by Example: Directing State Agencies to Adopt a Sustainability and Decarbonation Program"

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HHAP Review Process

- Receipt of Applications/Threshold Review

  – Applicants need to be prequalified in Grants Gateway (2023 RFP states, if you are not prequalified by submission your application may be disqualified)

- Two Independent Desk Reviews

- Architectural Review

- Feasibility/Fiscal

- Local Department of Social Services and Involved Funding Agencies

- Site Visits

- Funding Recommendations/HHAC Board Approval

HHAP Application Scoring

Program Review

- Site Control (6 points)
- Operating Budget (13 points)
- Doc of Need (17 points)
- Project and Program Administration (17 points)
- Sponsor Quals (6 points)

Technical Review

- Local Department of Social Service Support (3 points)
- Project Cost (16 points)
- Leveraging (4 points)
- Scope of Work (8 points)
- Local Approvals (2 points)
- Timeframe (4 points)
- Energy Efficiency (4 points)

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HHAP Review Process
Site Control

- Documentation

- Availability

- Appropriateness/ Feasibility

- Environmental Conditions

- Point deduction if there is no level of site control

Operating HHAP projects & existing emergency shelter repairs – provide existing site control documentation only

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HHAP Review Process
Operating Budget

- Revenue: reasonable assumptions, documented

- Expenses: reasonable, documented & explained

- Cash Flow: sustainable

- Reserves: per guidelines, other sources, and/or HHAP

- Operating HHAP Projects: no ongoing need

Existing emergency shelter repairs provide existing operating budget only

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HHAP Review Process
Documentation of Need

- Community Description/ Continuum of Care

- Target Population

- Gap Analysis

HHAP Operating Projects & Existing Emergency Shelter Repairs Exempt

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HHAP Review Process
Project and Program Administration
Program Description

- Outreach

- Referrals

- Intake

- House Rules/ Program Requirements

- Staff Interaction

Existing emergency shelter repairs exempt

HHAP Review Process
Project and Program Administration (cont.)
Support Services Plan

- Appropriate for Population

- Length of Stay/ Transition to Permanent Housing

- Residents' Accomplishments (outcomes)

- Documentation of Support Services

- Linkage Agreements

Existing emergency shelter repairs exempt

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HHAP Review Process
Project and Program Administration (cont.)
Management and Operating Plan (MOP)

- Tenant Involvement

- Occupancy/Collectible Rate

- Evictions/ Tenant Related Problems

- MOP to Address Types of Maintenance, Long-Term Replacement Plan, Work Order System

- Metrics to Monitor Building Performance

- Operating HHAP Projects: Submit existing MOP, needs to be satisfactory for long-term viability

Existing emergency shelters provide OTDA Operational Plan

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HHAP Review Process
Capacity/Sponsor Qualifications

- Agency mission, corporate authority, financial stability

- Development Team

- Support Services Provider

- Property Management

- Partnerships (Joint-Ventures)

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HHAP Review Process
Capacity/ Sponsor Qualifications (cont.)
Development Team

- Sponsor/ Co-Sponsor

- Architect

- Attorney

- Consultant

- Joint-Ventures

- Conflict of Interest (Appendix G of HHAP RFP)

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HHAP Review Process
Project Cost/Development Budget

- Construction vs. Permanent Budget

- Cost Per Square Foot

- Cost Per Unit

- HHAP Subsidy Cost

- Accuracy - Architectural Reviewer Estimate

- Reasonableness

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HHAP Review Process
Scope of Work

- Comprehensive and adequate for supportive housing

- Life cycle costs

- Design appropriate for special needs population

- Operating HHAP projects: reasonable and limited to ongoing viability

Existing emergency shelter repairs scope should be reasonable and limited to health and safety items identified by OTDA and/or the local Department of Social Services or designee

HHAP Review Process
Other Development Funding/Leveraging

- Federal

- State

- Local

- Private

- Level of Commitment

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HHAP Review Process
Project Readiness

- Status of Local Approvals:
  - As-of-right OR approvals granted

- Timeframe for Development:
  - Comprehensive
  - Realistic
  - Construction commence within 12 months
    - Additional points if in construction within 6 months
    - Within 6 Months for Existing Emergency Shelter Repairs

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HHAP Review Process
Energy Efficiency

OPTIONS

- NYSERDA Programs
  - Multifamily Building Performance Program
  - Low-Rise Residential New Construction Program
  - Assisted Home Performance Program
  Find a Program - NYSERDA

- EPA Programs
  - Multifamily High-Rise Program
  - Energy Star New Homes
  U.S. Environmental Protection Agency | US EPA
  ENERGY STAR | The simple choice for energy efficiency.

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HHAP Review Process
Energy Efficiency (Cont.)

OPTIONS

- Evidence of Compliance w/ 2020 Energy Code and 20% Reduction in Energy Usage

  Building Standards and Codes | Department of State (ny.gov)

- If None of the Above: Documentation that project will incorporate measures to achieve high energy efficiency, Including RESCheck

REScheck | Building Energy Codes Program

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HHAP Review Process
Energy Efficiency (Cont.)

Executive Order 22 (EO22) Leading by Example: Directing State Agencies to Adopt a Sustainability and Decarbonation Program"

- In an effort to meet New York State's Climate Leadership and Community Protection Act ("Climate Act"), which mandates at least 85% reduction in greenhouse gas emissions by 2050, as compared to New York State's 1990 carbon emission levels. For project buildings, this will mean dramatically improving efficiency by increasing the performance of building envelopes and hot water consuming appliances/fixtures and replacing fossil fuel combusting equipment with efficient electric solutions.

- Appendix N of the RFP

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HHAP Review Process
Energy Efficiency (Cont.) EO22

The EO directs changes to the requirements, standards and/or goals in at least the following areas of construction and development:

- Construction materials;
- Reduction in energy, greenhouse gas, electricity, waste and toxic substance use;
- Evaluation of climate risk;
- Promoting biodiversity and habitat protection;
- Environmental impact on disadvantaged communities.

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HHAP Review Process
Energy Efficiency (Cont.) EO22

- HHAP Projects that should easily comply:

  - Projects in NYC (NYC Code)
  - Projects participating in NYS HCR's Clean Energy Initiative
  - Projects participating in NYSERDA Programs

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HHAP Review Process
Community Relations

- Local Department of Social Services
- Planning Board
- Neighborhood Associations/ Community Boards
- Community Organizations
- Oversight Agencies (Licensing & Certifications)

HHAP operating projects & existing emergency shelter repairs need to notify the Local District and provide documentation for licensing or certifications only

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HHAP Review Process
Priorities

- Empire State Supportive Housing Initiative (ESSHI) Projects

- Veterans Projects

- Permanent Supportive Housing for projects targeted to long-term families in Emergency Housing

- Projects that rely on other development funding where at least 75% of those other funds are committed

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HHAP RFP Appendices

- Appendix A – Application Requirements
- Appendix B – Contract Information
- Appendix C – Empire State Supportive Housing Initiative (ESSHI)
- Appendix D - Minority and Women Owned Business Enterprises (M/WBE)
- Appendix E – Services-Disabled Veteran Owned Business Enterprises (SDVOB)
- Appendix F - Omnibus Procurement Act of 1992
- Appendix G – Conflict of Interest
- Appendix H – Developer's/ Consultant's Fee Schedule
- Appendix I – Operating & Replacement Reserve Policy
- Appendix J – Public Assistance Shelter Allowance Schedule
- Appendix K – HHAP Standards for Architectural Service Contracts
- Appendix L – Vendor Assurances of No Conflict of Interest
- Appendix M – Executive Order No. 190
- Appendix N – Executive Order No. 22

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Additional Requirements

- Note and Mortgage

- Olmstead Compliance

- Nonprofit Must Play Principal Role and Have Controlling Interest in Any Partnership Entity

- MWBE and SDVOB Compliance

- Appraisal Required For Acquisition Above $50,000

- Grants Gateway System/Document Vault Prequalification

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HHAP Award Process

- Funding recommendations are brought to the HHAC Board.

- HHAC Board typically meets the first Wednesday of every even month (February, April, June, August, October, December).

Best Practices

- Read the RFP, Application, Q's and A's

- Follow the instructions, answer questions entirely

- Comply with the eligibility criteria

- Ensure all sections are complete and consistent

- Review the proposal before submitting

- Don't assume anything including HHAC's or "common" knowledge

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FOR MORE INFORMATION

- Please refer to the RFP at - Contract and Grants | OTDA (ny.gov)

- Questions may be submitted via e-mal to - Dana.Greenberg@otda.ny.gov

GOOD LUCK!!

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