



HOMELESS HOUSING AND ASSISTANCE PROGRAM

Open RFP Presentation
June 2014

THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE



***BUREAU of HOUSING and SUPPORT
SERVICES***

HHAP OVERVIEW

Provides capital grants and loans to not-for-profits, charitable, and religious organizations to acquire, construct, or rehabilitate housing for persons who are homeless and are unable to secure adequate housing without special assistance.

SFY 2013-2014 Appropriation: **\$63 Million**

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

WHAT KIND OF HOUSING DOES HHAP BUILD?

- Permanent Supportive Housing
- Transitional Housing
- Emergency Housing
- SRO's
- Domestic Violence Shelters
- Licensed Facilities
- Singles, Families
- And More . . .



Transitional Services Association, Saratoga
(Transitional Housing for Youth)



Safe Harbors

128 units for homeless individuals with substance abuse and mental disabilities in Orange County



Housing Visions Inc. - Lockport Canal Homes
*22 units for families including 8 units of permanent housing for
Domestic violence survivors in Niagara County*



Broadway Housing – Sugar Hill

*124 units / 25 units of permanent housing for homeless single adults
and families in Manhattan*



Buffalo City Mission

77 units with 122 beds of emergency and transitional housing for single women and women with children in Erie County

CURRENTLY 360+ OPERATING PROJECTS
CONSISTING OF OVER 14,000 UNITS OF
SUPPORTED HOUSING STATEWIDE



Suffolk County United Veterans

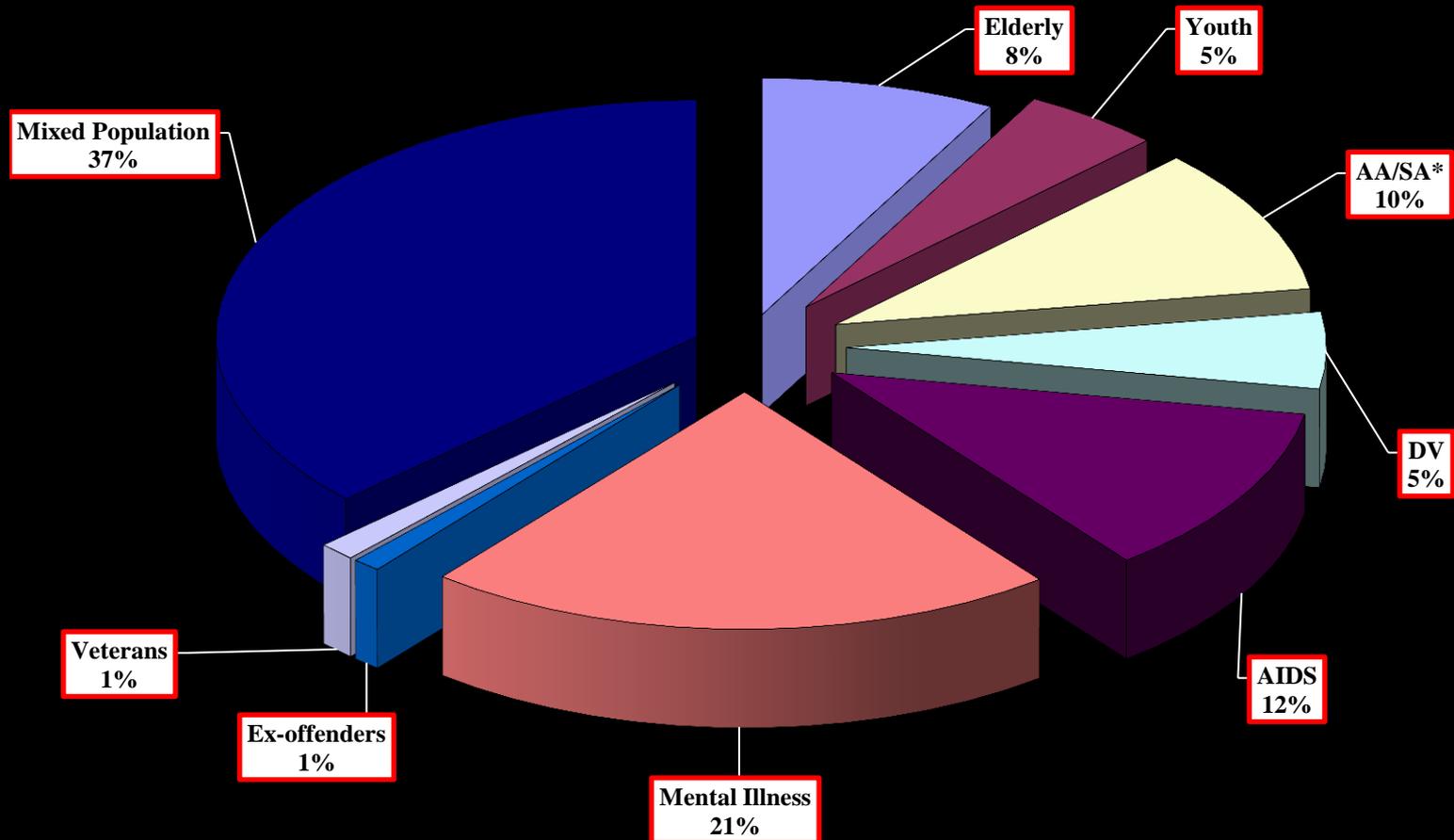
4 units, 20 beds of permanent housing
for single veterans with HIV/AIDS



Safe Inc. of Schenectady

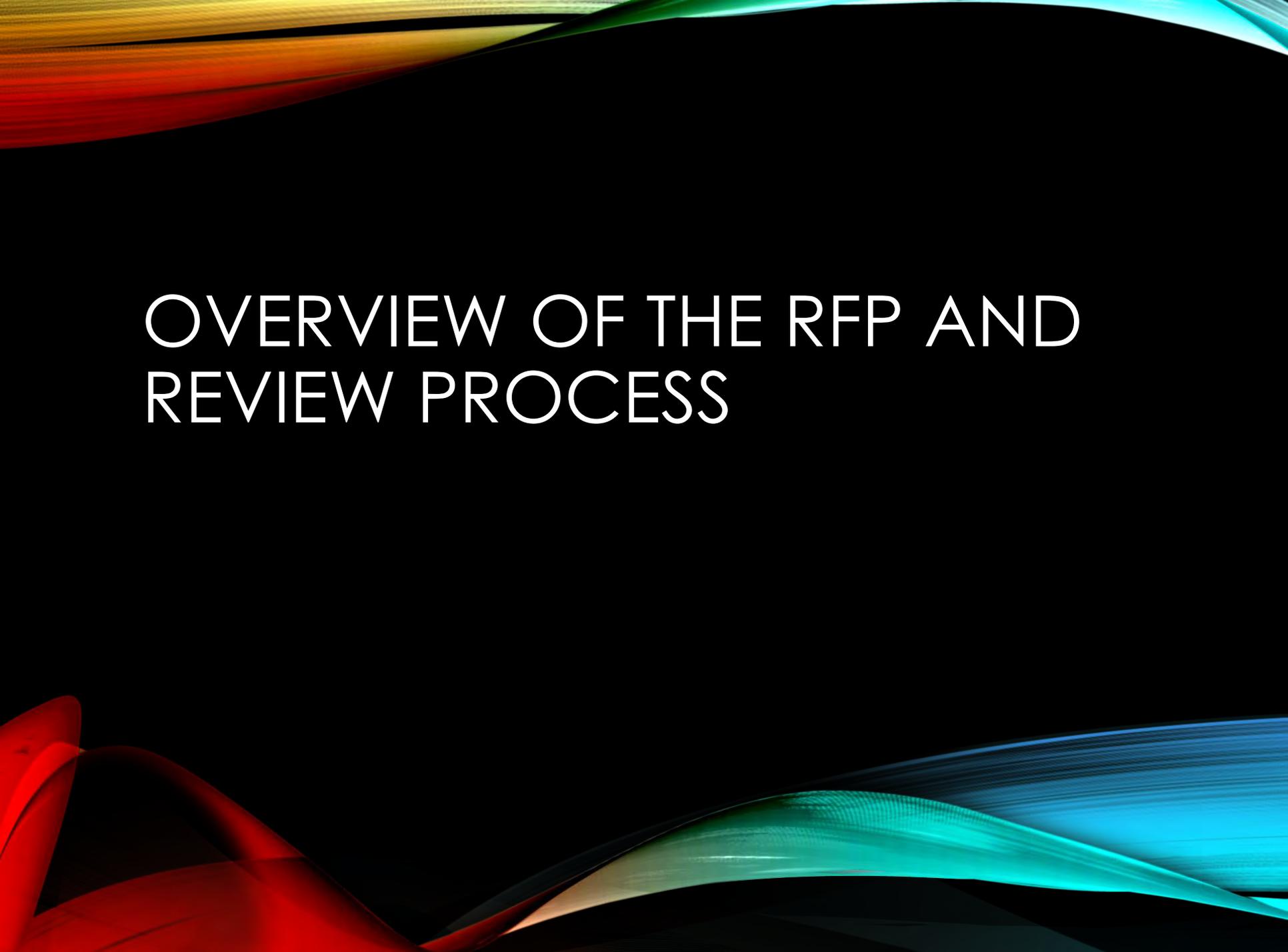
12-bed emergency shelter for
youth

PROJECTS AWARDED BY POPULATION 1983-2013



ELIGIBLE COSTS

- Property Acquisition
- Demolition and Site Work
- Rehabilitation/ Construction
- Testing/ Abatement
- Equipment / Furniture Costs
- Architectural Fees
- Other Related Soft Costs
- Start-up/ Reserves



OVERVIEW OF THE RFP AND REVIEW PROCESS

THE PROCUREMENT PROCESS

- RFP is posted on OTDA Website:
otda.ny.gov/contracts/2010/HHAP/
- Question and Answers (ongoing)
- Concept Papers (ongoing) - **HIGHLY ENCOURAGED**
- Applications Accepted Beginning [June 30th, 2014](#)
- Awards Made in the Order Applications Are Received
- RFP Suspended Once Available Funding Awarded

WHAT'S NEW?

New in 2013-14

- Updated reserve calculations/ guidelines
- Expanded scope of work to focus on life cycle cost, appropriateness for population
- Increased focus on community need as identified by Continuum of Care
- Clarified energy efficiency section to mirror HCR
- Availability of Medicaid Redesign Team (MRT) funds
- Electronic copies of application

NOW WHAT'S NEW?

New in 2014-15

- Updated architectural fee guidelines
- New priority population: Veterans
- Updated conflict of interest policy/ types of entities clarified
- Open option for energy efficiency documentation
- Architect required
- Sources & uses and organization chart, if applicable

CONTINUED

NOW WHAT'S NEW?

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New in 2014-15

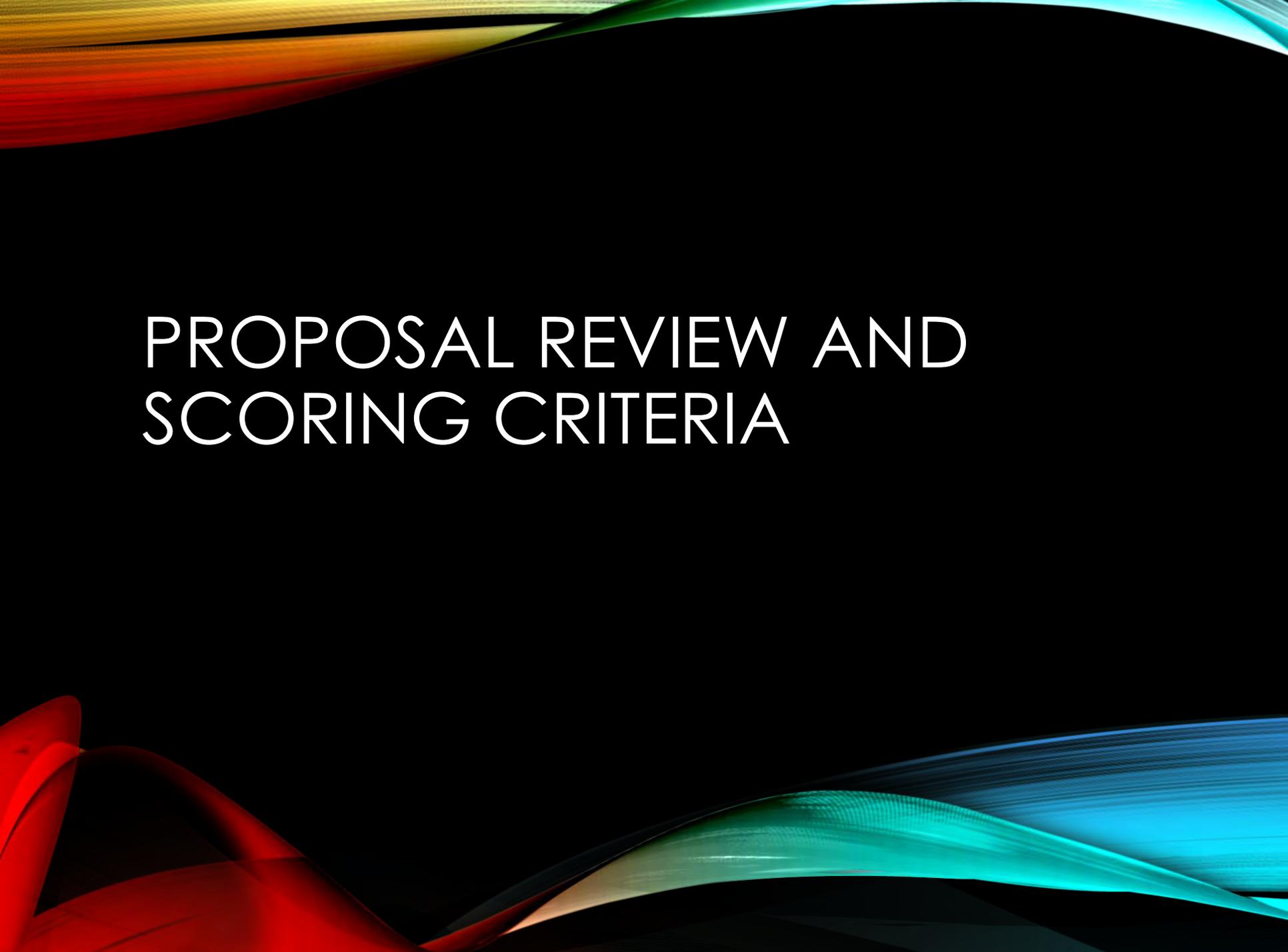
- Expanded language regarding compliance/ capacity
- MRT funding?
- Move 2 points from planning/ zoning approval to scope of work (“comprehensive and adequate”)
- Preservation of HHAP Operating Projects must show:
 1. HHAP funding necessary to continued operation of the units
 2. Other available sources explored & exhausted
 3. Need for funds not ongoing
 4. Scope and costs reasonable & limited to threatening conditions/ viability issues

REVIEW PROCESS

- Receipt of Applications/ Threshold Review
- Two Independent Desk Reviews
- Architectural Review
- Feasibility / Fiscal
- Local DSS and Involved Agencies
- Site Visits
- Funding Recommendations/ HHAC Board Approval

SECRETS TO WRITING A WINNING PROPOSAL

- 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



PROPOSAL REVIEW AND SCORING CRITERIA



SITE CONTROL

- Documentation
- Availability
- Appropriateness/ Feasibility
- Environmental Conditions
- Operating HHAP Projects Exempt

OPERATING BUDGET

- Revenue: reasonable assumptions, documented
- Expenses: reasonable, documented
- Cash Flow: sustainable
- Reserves: per guidelines, other sources, and/or HHAP
- Operating HHAP Projects : ongoing need

COMMUNITY RELATIONS

- LDSS
- Planning Board
- Neighborhood Associations / Community Board
- Community Organizations
- Oversight Agencies
- HHAP Operating Projects Exempt



DOCUMENTATION OF NEED

- Community Description
- Target Population
- Gap Analysis
- Preserved Operating HHAP Projects



PRIORITY POPULATIONS

- Unmet Housing Need Per Continuum of Care
- NY/NY III Category A
- Veterans
- No Duplication of Bonus Points



PROGRAM DESCRIPTION

- Outreach
- Referrals
- Intake
- House Rules/Program Requirements
- Staff Interaction



SUPPORT SERVICES PLAN

- Appropriate for Population
- Length of Stay / Transition to Permanent Housing
- Metrics of Resident Accomplishments
- Documentation of Services
- Linkages

MANAGEMENT AND OPERATING PLAN

- Tenant Involvement
- Occupancy/ Collectible Rate
- Evictions/ Tenant Problems
- MOP to Address Types of Maintenance, Long-Term Replacement Plan, Work Order System
- Metrics to Monitor Building Performance
- Operating HHAP Projects : MOP Satisfactory for Long-Term Viability

CAPACITY / SPONSOR QUALIFICATIONS

- Baseline: Agency mission, corporate authority, financial stability
- Development
- Support Services
- Property Management
- Partnerships

DEVELOPMENT TEAM

- Sponsor/ Co-Sponsor
- Architect
- Attorney
- Consultant

PROJECT COST/ DEVELOPMENT BUDGET

- Cost per square foot
- Cost per unit
- HHAP subsidy cost
- Accuracy - architectural reviewer estimate
- Reasonableness

OTHER DEVELOPMENT FUNDING / LEVERAGING

- Federal
- State
- Local
- Private
- Commitment

SCOPE OF WORK

- “Comprehensive and Adequate”
- Life Cycle Costs
- Design Appropriate for Population
- Operating HHAP Projects : Reasonable and Limited to Ongoing Viability Items

PROJECT READINESS

- Status of Local Approvals:
 - As of Right OR Approvals Granted
- Timeframe for Development:
 - Comprehensive
 - Realistic
 - Construction Commence Within 12 Months

ENERGY EFFICIENCY OPTIONS

- NYSERDA Programs

- Multifamily Building Performance Program
- Low-Rise Residential New Construction Program
- Assisted Home Performance Program

www.nyserda.ny.gov

- EPA Programs

- Multifamily High-Rise Program

www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_multifamily_highrise

- Energy Star New Homes

www.energystar.gov/index.cfm?c=new_homes.hm_index

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ENERGY EFFICIENCY

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OPTIONS

- Evidence of Compliance w/ 2010 Energy Code and 20% Reduction in Energy Usage

www.dos.ny.gov/DCEA/energycode_code.html

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

www.energycodes.gov/rescheck

ADDITIONAL REQUIREMENTS

- Note and mortgage
- Olmstead compliance
- Non-profit must play principal role and have controlling interest in any partnership entity
- MWBE compliance
- Appraisal required for acquisition above \$50,000
- Grants Management System / Document Vault



FOR MORE INFORMATION

otda.ny.gov/contracts/2010/HHAP/

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GOOD LUCK!