



**Office of Temporary
and Disability Assistance**

Homeless Housing and Assistance Program

**Program and Open Request for
Proposals Overview: 2015-16**

May 12, 2015

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 2015-2016 Appropriation: **\$63.5 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
- NY/NY III and "NY/NY IV"



Transitional Services Association, Saratoga
(Transitional Housing for Youth)

HHAP Example Projects . . .



Safe Harbors on the Hudson

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



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



Broadway Housing Communities – Sugar Hill

124 units for low-income families including 25 units of permanent housing for homeless single adults and families in Manhattan



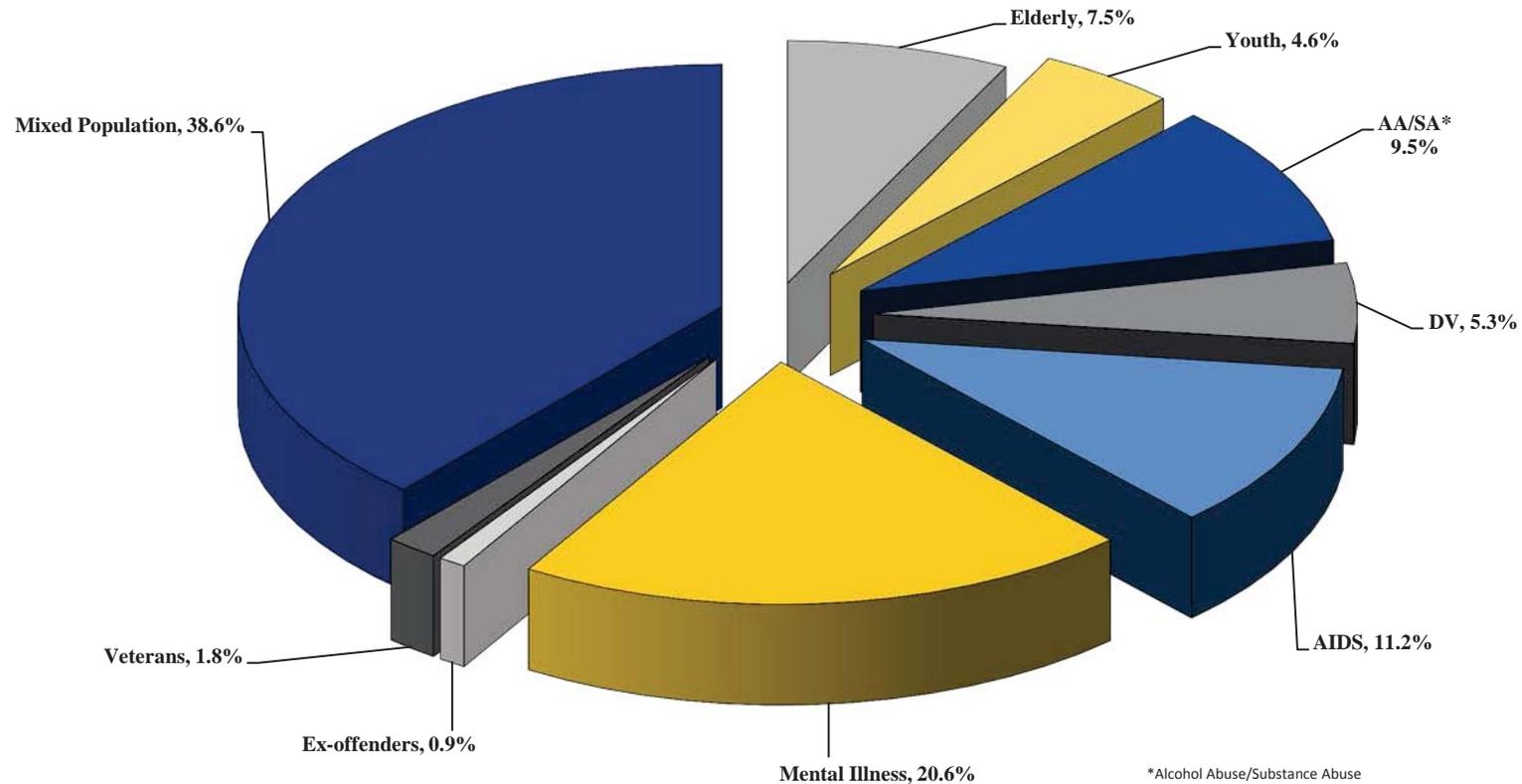
Buffalo City Mission – Cornerstone Manor
77 units with 122 beds of emergency and transitional housing for single women and women with children in Erie County



Safe Inc. of Schenectady
12-bed emergency shelter for youth

**Currently 360+
operating projects
consisting of over
14,000 units of
supported housing
statewide**

HHAP Projects Awarded by Population 1983-2014



Eligible Costs

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



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OVERVIEW OF THE RFP AND REVIEW PROCESS

May 12, 2015

The Procurement Process – Part 1

- RFP and Application are posted on the HHAP RFP webpage: otda.ny.gov/contracts/2015/HHAP/
- Questions and Answers may be submitted in writing at any time. Answers are posted on the webpage.
- Concept Papers are **HIGHLY ENCOURAGED** prior to submitting a full application and may also be submitted at any time.
- Concept Papers allow HHAC to provide guidance and feedback to maximize an application's score.
- Concept Paper guidelines and format is also available on the webpage

The Procurement Process – Part 2

- Applications are accepted beginning **May 29th, 2015**
- Applications are reviewed and awards made in the order applications are received
- The “desk review” scoring process is 8 weeks
- Funding recommendations are presented at the earliest available HHAC Board of Directors meeting
- Meetings are typically the first Wednesday of even months and meetings are webcast (<https://otda.ny.gov/news/meetings/>)
- HHAC suspends accepting applications once available funding is exhausted

What's New for the 2015-16 Round?

– Part 1

- Adjusts the funding priorities to award bonus points for projects serving veterans only where 50% or more of the units serve veterans
- Restructures the points assigned to the additional considerations for operational HHAP projects to reduce the obstacles to achieving a passing score
- Raises the bonus points from 2 to 3 for NY/NY III, NY/NY IV, and unmet needs identified by the local Continuum of Care (CoC).

What's New for the 2015-16 Round?

– Part 2

- Establishes a maximum award of \$10 million to any single project, and retains the maximum of 25% of the available funding to any one agency for multiple projects.
- Clarifies language regarding four-site maximum for scattered site applications.
- Requires submission of hard copy of latest financial statements, A-133 (Retains option to rely on Grants Gateway in lieu of submitting remaining applicable corporate documents).

What's New for the 2015-16 Round?

– Part 3

- Increases M/WBE participation goal to 30%.
- Requires architects to sign an "architect's certification" acknowledging HHAC's riders, that value-engineering services will be considered part of Basic Services, etc.
- Requires outline specifications, detail on the quality and grade of materials, ensuring that applicants consider subsurface conditions (e.g. rock) and potential environmental hazards on the site.

Preservation of HHAP Operating Projects

- Application must demonstrate:
 - HHAP funding necessary for continued operation of the units;
 - Other available sources explored & exhausted;
 - Need for funds not ongoing; and
 - Scope and costs reasonable & limited to threatening conditions/ viability issues

Review Process – Part 1: Threshold

- Threshold Review (Are all required components of application included?) – If not, application is rejected. A 10-day notice may be sent offering the opportunity to submit missing information.
- Note: an application for the same project may only be submitted twice in one State Fiscal Year.

Review Process – Part 2: Desk Review

- Applications are scored independently by two HHAP Project Managers (“desk reviews”).
- Simultaneous reviews are incorporated:
 - Architectural
 - Financial statement / fiscal viability
 - Legal review
 - Consultation with Local DSS, involved agencies, co-funders
- Site visits may be conducted to verify information and clarify questions, and view the site.
- No supplemental information can be accepted!

Review Process – Part 3: HHAC Board

- Funding Recommendations are presented at the next available HHAC Board meeting.
- Reviews must be completed typically one month PRIOR to the Board meeting to be included on the Agenda.
- Meetings are webcast as described above.
- If a proposal is not funded, an application for the same project may be submitted twice in any given State Fiscal Year (funding round).

Secrets to Writing a Winning Proposal

- Read the RFP, Application, Q's and A's thoroughly
- Follow the instructions, answer questions entirely
- Comply with the eligibility criteria (applicant, project, population, expenses)
- 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
 - The stronger the level of site control, the more points are scored.
- Availability
 - Site control, even if conditional, must be in effect for 6 months of submission
- Appropriateness/ Feasibility
 - Location should be appropriate for the population, feasible in terms of acquisition cost, development constraints, and allowable use
- Environmental Conditions
 - Perform due diligence prior to commitment to purchase

Operating Budget

- Revenue and Expenses: Assumptions must be reasonable, sources documented
- Cash Flow: Must be sustainable, not negative or sharply downward trending
- Reserves: Refer to HHAP guidelines. Project revenues and other sources may be used in combination with request for HHAP capitalization of reserves.
- Operating HHAP Projects: Must demonstrate no ongoing need for HHAP funds

Community Relations – Part 1

- Local Department of Social Services (LDSS)
 - Must be notified and evidence of notification provided.
 - LDSS documented support is preferred
- Planning Board / Community Board (NYC)
 - Must be notified within 30 days of application and evidence of notification provided.
- Community Organizations/ Oversight Agencies
 - Work with any involved agency (referral sources, licensing, service linkages, Continuum of Care, etc.) early and document support and involvement with the project.
- HHAP Operating Projects
 - Exempt from documenting local support

Documentation of Need

Use current data that responds to all aspects of the questions, begins with broad focus and narrows to target population in the community to be served

- **Community Description**
 - Demographics, housing affordability/ market, shelter placements, employment, etc.
- **Target Population**
 - Characteristics, causes of homelessness, supportive housing needs
- **Gap Analysis**
 - Demonstrate how project will help meet local need
 - Include Continuum of Care plan/ HUD submission excerpts

Documentation of Need

- Preserved Operating HHAP Projects:
 - Community description not required, unless expanding number of units.
 - Must demonstrate additional funds necessary to support ongoing viability of project
 - Describe impact potential loss would have on homeless system

Priority Populations

- Unmet Housing Need Per Continuum of Care
- NY/NY III Category A
- OTDA priority populations identified in a “NY/ NY 4” or any similar successor agreement/ initiative to NY/NY III
- Veterans
- No Duplication of Bonus Points

Program Description

- Outreach – how outreach is performed
- Referrals – sources, relationships, adequate number of referrals
- Intake – documentation of homelessness, screening
- House rules/program requirements
- Program and property management staff Interaction

Support Services Plan

- Appropriate and tailored to population
 - Housing stability; movement toward highest degree of independent living; addresses underlying factors contributing to homelessness (e.g. education, employment, sobriety, mental health, etc.)
 - Include matrix of services by provider and off-site vs. on-site
- Length of stay / transition to permanent housing
- How resident accomplishments will be measured
- How services will be documented
- Linkages – current agreements with specific services

Management and Operating Plan

- How tenants will be involved
- Occupancy rate / rent collections, turn over procedures
- Procedures for handling evictions / tenant problems
- MOP should address routine, preventive maintenance, long-term replacement plan, work order system
- How will building performance be monitored
- Operating HHAP Projects : MOP must be included and satisfactory from long-term viability perspective

Capacity / Sponsor Qualifications

- Baseline: consider your agency mission, corporate authority, financial stability before applying
- Applicant/ Co-Applicant/ Supporting Organization's successful experience / capacity in:
 - **Capital development**
 - **Support services provision**
 - **Property management**
- Partnerships: encouraged where needed in one or more of the above areas. See Appendix F to the RFP regarding HHAC's Conflict of Interest policy

Development Team

Members of the development team should be experienced in supportive housing. Delineate roles and responsibilities.

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

Project Cost/ Development Budget

Factors considered:

- Cost per square foot / Cost per unit
 - Compared to other HHAP funded projects in recent years (“HHAP cost guidelines” – not published)
- HHAP subsidy cost (homeless units produced by HHAP funds)
- Accuracy - relative to architectural reviewer estimate
- Reasonableness – document / justify budget items

Other Development Funding / Leveraging

- Other potential sources
 - Federal
 - State
 - Local
 - Private
- Points based on proportion of committed funds to project costs

Scope of Work

- “Comprehensive and adequate”
- Consider life-cycle costs
- Design must be appropriate for population
- Operating HHAP Projects : Scope and cost must be reasonable and limited to health & safety or items threatening ongoing viability

Project Readiness

- Status of local approvals:
 - Points granted for “As of Right” project or if all approvals have been granted
- Timeframe for development:
 - Comprehensive
 - Realistic
 - Construction to commence within 12 months

Energy Efficiency

OPTIONS

- NYSERDA Programs
 - Multifamily Building Performance Program
 - Low-Rise Residential New Construction Program
 - Assisted Home Performance Program
- EPA Programs
 - Multifamily High-Rise Program
 - Energy Star New Homes
- Evidence of Compliance with 2010 Energy Code and 20% Reduction in Energy Usage
- If None of the Above: Documentation that project will incorporate measures to achieve high energy efficiency, including RESCheck

Additional Requirements

- Note and mortgage required to secure award
- Olmstead compliance (see page 9 of RFP)
- Non-profit must play principal role and have controlling interest in any partnership entity
- 30% M/WBE participation / compliance
- Appraisal required for acquisition above \$50,000

For More Information

- Communication with potential applicants is limited under the open RFP to:
 - Formal written Questions and Answers emailed to Brett.Hebner@otda.ny.gov ; and/or
 - Submission of a Concept Paper
- See www.otda.ny.gov/contracts/2015/HHAP/ for additional information