



**Office of Temporary  
and Disability Assistance**

# **Homeless Housing and Assistance Program (HHAP)**

**Open Request for Proposals (RFP) Webcast  
June 2019**

**June 17, 2019**

# Agenda

- HHAP Overview
- HHAP Procurement
- What's New 2019-20 HHAP RFP
- Review Process
- Best Practices



# THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

## 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 2019-2020 Appropriation: **\$64 million**  
(set aside of \$5 M for projects serving persons with HIV/AIDS & \$1 M for emergency shelter repairs)



# THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

## BUREAU OF HOUSING AND SUPPORT SERVICES

- HHAP continues to further the Governor's Housing Plan to create 20,000 new supportive units over 15 years
- HHAP emphasizes community need



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



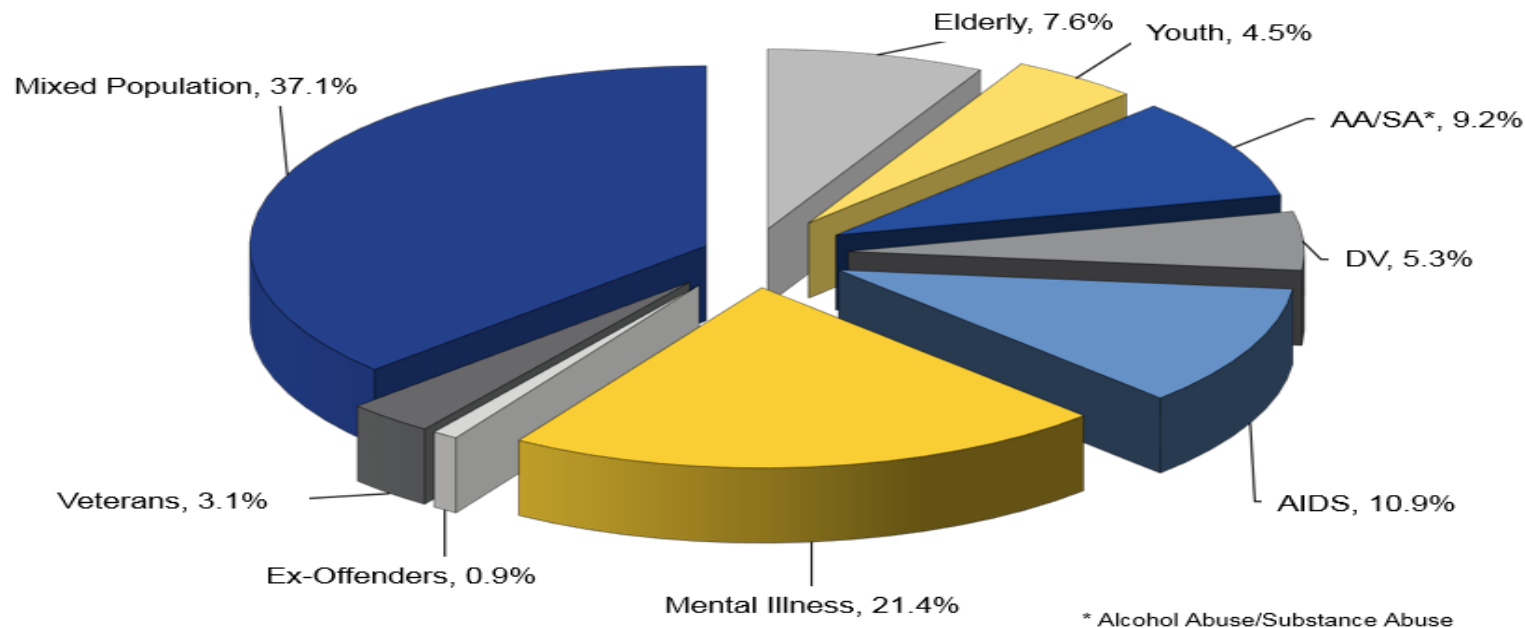
# Eligible Costs

- 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



# Projects Awarded by Population

## Special Population Units Awarded 1983 - 2018





# HHAP Procurement Process

- RFP and Application are posted on the OTDA website:  
**[otda.ny.gov/contracts/2019/HHAP/](https://otda.ny.gov/contracts/2019/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 **July 10<sup>th</sup>, 2019 at 11:00am**
- Notice of Suspension issued once available funding is fully awarded

# When to Apply

- HHAP is an Open RFP
- Applications do NOT have to be in the first day
- Things to Consider:
  - 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?

# HHAP RFP 2019

## Funding Parameters

In any one State Fiscal Year:

- No single award shall exceed \$10 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



# HHAP Review Process

- Receipt of Applications/Threshold Review
  - Applicants need to be prequalified in Grants Gateway (2019 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)
- Documentation of Need (16 points)
- Project and Program Administration (17 points)
- Sponsor Qualifications (6 points)

## Technical Review

- Local Department of Social Service Support (6 points)
- Project Cost (14 points)
- Leveraging (4 points)
- Scope of Work (8 points)
- Local Approvals (2 points)
- Timeframe for Development (4 points)
- Energy Efficiency (4 points)



# HHAP Review Process

## Site Control

- Documentation
- Availability
- Appropriateness/ Feasibility
- Environmental Conditions

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

# HHAP Review Process

## Operating Budget

- Revenue: reasonable assumptions, documented
- Expenses: reasonable, documented
- 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*



# HHAP Review Process

## Documentation of Need

- Community Description – Continuum of Care Questions
- Target Population
- Gap Analysis

*\*HHAP Operating Projects & Existing Emergency Shelter Repairs Exempt*



# 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 Services
- Linkage Agreements

*\*Existing emergency shelter repairs exempt*



# 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*



# HHAP Review Process

## Capacity/Sponsor Qualifications

- Agency mission, corporate authority, financial stability
- Development
- Support Services
- Property Management
- Partnerships (Joint-Ventures)

# HHAP Review Process

## Capacity/ Sponsor Qualifications (cont.)

### Development Team

- Sponsor/Co-Sponsor
- Architect
- Attorney
- Consultant
- Joint-Ventures
- Conflict of Interest

# HHAP Review Process

## Project Cost/Development Budget

- Cost Per Square Foot
- Cost Per Unit
- HHAP Subsidy Cost
- Accuracy - Architectural Reviewer Estimate
- Reasonableness

# 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
- Commitment

# 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
    - Within 6 Months for Existing Emergency Shelter Repairs

# HHAP Review Process

## Energy Efficiency

### OPTIONS

- NYSERDA Programs
  - Multifamily Building Performance Program
  - Low-Rise Residential New Construction Program
  - Assisted Home Performance Program [www.nyserda.ny.gov](http://www.nyserda.ny.gov)
- EPA Programs
  - Multifamily High-Rise Program  
[www.energystar.gov/index.cfm?c=bldrs\\_lenders\\_raters.nh\\_multifamily\\_highrise](http://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](http://www.energystar.gov/index.cfm?c=new_homes.hm_index)

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# HHAP Review Process

## Energy Efficiency (Cont.)

### OPTIONS

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

[www.dos.ny.gov/DCEA/energycode\\_code.html](http://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](http://www.energycodes.gov/rescheck)



# HHAP Review Process

## Community Relations

- Local Department of Social Services
- Planning Board
- Neighborhood Associations/Community Board
- 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*

# HHAP Review Process

## Priorities

- Empire State Supportive Housing Initiative (ESSHI) Projects
- Veterans Projects

# HHAP RFP Appendices

- Appendix A – Application Requirements
- Appendix B – Contract Information
- Appendix C – ESSHI
- Appendix D – Existing Emergency Shelter Contract Components
- Appendix E - Minority and Women Owned Business Enterprises
- Appendix F – Services-Disabled Veteran Owned Business Enterprises
- Appendix G - Omnibus Procurement Act of 1992
- Appendix H – Conflict of Interest
- Appendix I – Developer's/ Consultant's Fee Schedule
- Appendix J – Reserve Policy
- Appendix K – Public Assistance Shelter Allowance Schedule
- Appendix L – Architectural Service Contracts
- Appendix M – Vendor Assurances of No Conflict of Interest
- Appendix N – Executive Order No. 190

# 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



# 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

# When to Apply

- HHAP is an Open RFP
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- 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?
- Will project be in construction with 12 months of award?

# FOR MORE INFORMATION

- Please refer to the RFP at - [otda.ny.gov/contracts/2019/HHAP/](https://otda.ny.gov/contracts/2019/HHAP/)
- Questions may be submitted via e-mail to - [Dana.Greenberg@otda.ny.gov](mailto:Dana.Greenberg@otda.ny.gov)
- HHAP Applications will NOT be accepted before 11am on Wednesday July 10<sup>th</sup>, 2019

## GOOD LUCK!!

