Homeless Housing and Assistance Program (HHAP)

Open Request for Proposals (RFP) Webcast
September 2020

September 17, 2020
Agenda

• HHAP Overview
• HHAP Procurement
• What’s New 2020-21 HHAP RFP
• Review Process
• Best Practices
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 2020-2021 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)
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

• 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 1983-2019

- Mixed Population, 38.3%
- Veterans, 3.0%
- Ex-offenders, 0.6%
- Mental Illness, 20.7%
- AIDS, 10.6%
- DV, 5.4%
- AA/SA*, 9.2%
- Youth, 4.4%
- Elderly, 7.5%

*Alcohol Abuse/Substance Abuse
HHAP Procurement Process

- RFP and Application are posted on the OTDA website: [otda.ny.gov/contracts/2020/HHAP/](otda.ny.gov/contracts/2020/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 **October 9**th, 2020 **by mail only**.
- Notice of Suspension issued once available funding is fully awarded
Applying to HHAP

- 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 2020
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
What’s New for 2020

• $128 million appropriation
• $5 million set-aside for projects providing housing and services to homeless veterans.
• Priority towards supportive housing projects targeted to long-staying families in Emergency housing.
• An additional priority awarded to projects that rely on funding other than HHAP, if at least 75% of those funds are already committed.
• A reduction in points for any application that has no level of site control.
• Additional points awarded for projects that can begin construction within six months of their award reservation.
HHAP Review Process

• Receipt of Applications/Threshold Review
  – Applicants need to be prequalified in Grants Gateway (2020 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 (17 points)
- Project and Program Administration (17 points)
- Sponsor Qualifications (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 for Development (4 points)
- Energy Efficiency (4 points)
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*
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
    o Additional points if in construction within 6 months
    o 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
  *Points will not be awarded if the cost of the Energy consultant (charged to HHAP) is more than the NYSERDA rebate

• 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
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

• If None of the Above: Documentation that project will incorporate measures to achieve high energy efficiency, Including RESCheck
  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
- 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
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
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
- Applications do NOT have to be in the first day
- 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/2020/HHAP/

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

• HHAP Applications will NOT be accepted in person. Submit by mail ONLY on Friday October 9th, 2020.

GOOD LUCK!!