



**Office of Temporary
and Disability Assistance**

Homeless Housing and Assistance Program (HHAP)

**Open Request for Proposals (RFP) Webcast
(May 19, 2025 – 10:00AM)**

Agenda

- HHAP Overview
- HHAP Procurement
- What's New - SFY 2025-26
- 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 2025-2026 Appropriation: **\$153 million**
(Up to \$25 M for stabilization and set asides of \$5M for projects serving persons with HIV/AIDS, \$5M for projects serving Veterans & \$1M for Emergency Shelter Repairs)
- 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
 - *Maintained at the public assistance shelter allowance maximum or 30% of a tenant household's gross income*
- Supportive services, appropriate to the population, must be made available as an integral component of the project
- Proposed projects must respond to an identified community housing need

What Kind of Housing Does HHAP Build?

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

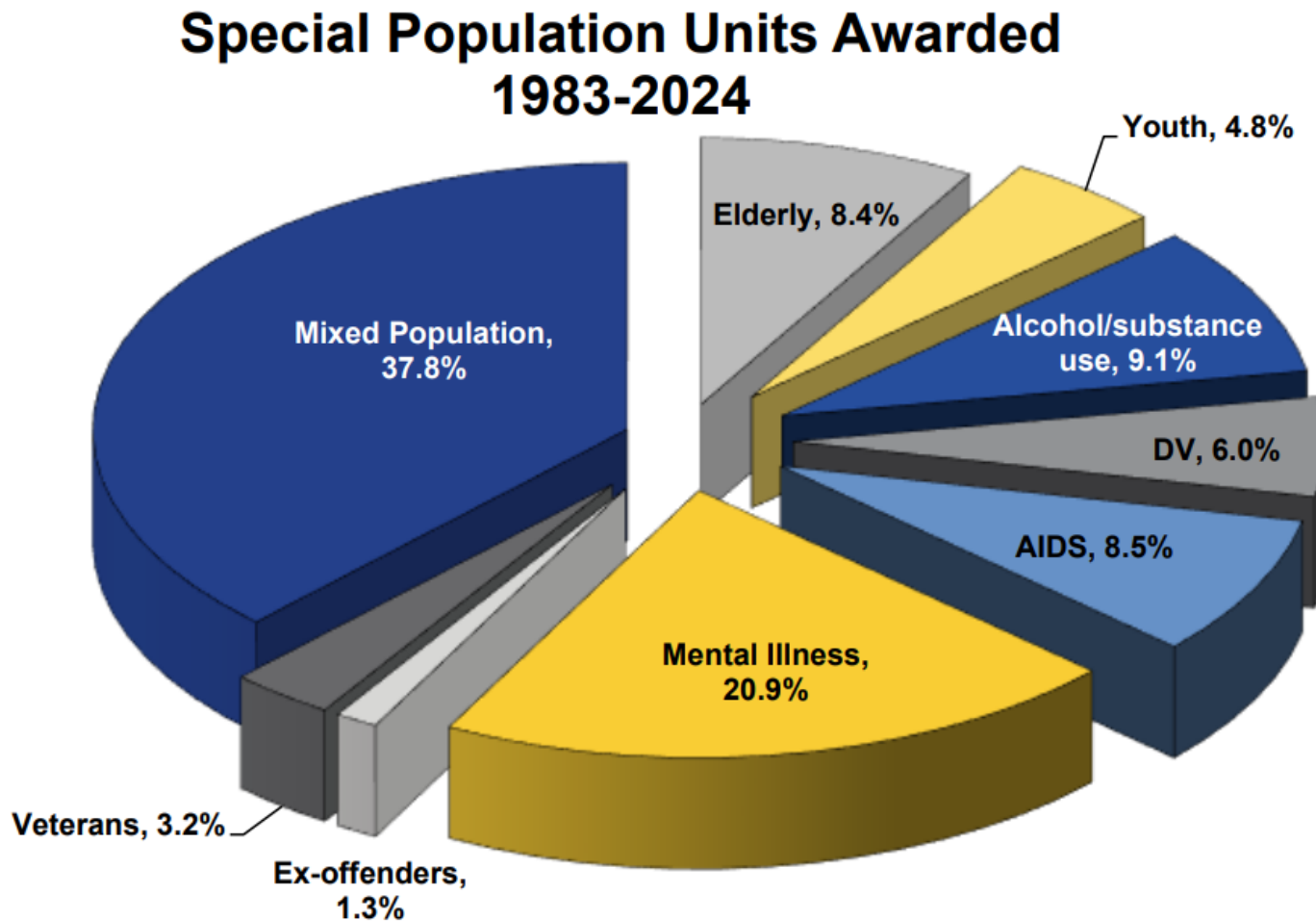


Eligible Costs

Funds may be provided for development costs which include, but are not limited to:

- Property acquisition
- Architectural/ engineering fees
- Demolition/ site work
- Testing/ abatement
- Appraisals
- Site development
- Construction/ rehabilitation
- Other related soft costs
- Equipment/ furniture costs
- Professional fees (legal and accounting)
- Nonprofit developer's fees
- Start-up costs
- Replacement and operating reserves
- Existing emergency shelter health and safety repairs

Projects Awarded by Population



HHAP Procurement Process

- RFP and Application are posted on the OTDA website: **otda.ny.gov/contracts/2025/HHAP/**
- Questions and Answers may be submitted in writing at any time. Answers are posted on the webpage (ongoing)
- Concept Papers are **highly encouraged** prior to submitting a full application and may be submitted at any time
- Applications will be accepted beginning **June 12, 2025**
- Notice of Suspension to be issued once available funding has been fully awarded

When to Apply

- HHAP is an Open RFP
- Applications do not have to be received on the first day, however applications are reviewed and scored in the order they are received.
- Things to Consider:
 - Will the project be in construction within 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 2025 - 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

HHAP RFP 2025 – What's New

- Stabilization of HHAP Operational Projects
- Three (3) priority points for Emergency Shelter projects that currently rely on hotels/motels, due to the lack of emergency shelter within the county. Including domestic violence and runaway homeless youth shelters.
- Removal of 1.5% retainage holdback
- Applicants utilizing a preselected General Contractor must submit an AIA 305, Contractor's Qualification Statement and supporting documentation

Stabilization of HHAP Operational Projects

For current HHAP operational projects, or for those contracts that expired on or after 4/1/2025 looking to preserve their supportive housing, the SFY 2025-26 budget includes funding up to \$25M

Stabilization funds are targeting the support of the ongoing viability of existing HHAP projects. Funds are available to address critical infrastructure and building system upgrades to ensure compliance with evolving standards and sustain the long-term viability of these essential programs.

**Note there is a separate streamlined application*

Stabilization of HHAP Operational Projects Continued

Preference will be given to:

- Projects with seven (7) years or less remaining in their HHAP contract term,
- Projects with 30 units or less,
- Projects not originally developed with Low-Income Housing Tax Credits,
- Projects that can demonstrate there are no other financial resources to preserve the units, and
- Projects that rely on the New York State Supportive Housing Program (NYSSHP) as their operating funding source.

Stabilization of HHAP Operational Projects Continued

- Stabilization costs of up to \$150,000 per unit may be requested
- No one project may be awarded more than \$2,000,000 under this category
- For HHAP operational projects with less than seven (7) years remaining on their contract, the HHAP contract term will be increased by a **minimum of 10 years** or a **maximum of 15 years**.

HHAP Review Process

- Phase I – Threshold Review
 - Reviewed for completeness
 - Applicants must be prequalified in the Statewide Financial System (SFS). Applicants that are not prequalified in SFS at the time of submission may be disqualified
- Phase II – Program Review
 - Two Independent Desk Reviews
 - Architectural Review
 - Examination of various aspects of the proposal, including program components, sponsor qualifications and site control.
- Phase III – Technical Review
 - Potential Site Visit
 - Evaluation of project cost, status of other funding, local approvals and timeframe for development
- Phase IV – Feasibility Review
 - Funding Recommendations/HHAC Board Approval

HHAP Application Scoring

Program Review

| Section | Points |
|------------------------------------|-----------|
| Site Control | 6 points |
| Development & Operating Budgets | 15 points |
| Documentation of Need | 17 points |
| Project and Program Administration | 19 points |
| Sponsor Qualifications | 6 points |

Technical Review

| Section | Points |
|---|-----------|
| Local Social Services District Support | 3 points |
| Project Cost | 14 points |
| Scope of Work | 8 points |
| Leveraging | 4 points |
| Status of Local Zoning and Planning Board Approvals | 2 points |
| Timeframe for Development | 4 points |
| Energy Efficiency | 2 points |

HHAP Review Process – *Site Control*

- Documentation
- Availability
- Appropriateness/ Feasibility
- Environmental conditions
- Point deduction if there is no level of site control

**Existing Emergency Shelter Repairs – provide existing site control documentation for buildings that are not in HHAP's portfolio.*

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 for operating funding

HHAP Review Process – *Documentation of Need*

- Community Description/ Continuum of Care
- Target Population
- Gap Analysis

**HHAP Stabilization Projects & Existing Emergency Shelter Repairs Exempt*

HHAP Review Process – *Project and Program Administration continued - Program Description*

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

**HHAP Stabilization Projects & Existing Emergency Shelter Repairs Exempt*

HHAP Review Process – *Project and Program Administration continued - Support Services Plan*

- Appropriate for Population
- Length of Stay/ Transition to Permanent Housing
- Residents' Accomplishments (outcomes)
- Documentation of Support Services

**HHAP Stabilization Projects & Existing Emergency Shelter Repairs Exempt*

HHAP Review Process – *Project and Program Administration continued – 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, Emergency/Disaster Plan
- Metrics to Monitor Building Performance
- Stabilization Projects: Submit a Strategic Plan if Available.

**Existing emergency shelters provide OTDA Operational Plan*

HHAP Review Process – *Capacity/ Sponsor Qualifications*

- Agency mission, corporate authority, financial stability
- Sponsor/Co-Sponsor
- Development Team (Architect, GC, Consultant)
- Support Services Provider
- Property Management
- Partnerships (Joint-Ventures)
- Conflict of Interest (Appendix F of HHAP RFP)

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

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
- Stabilization:
 - Appropriate documentation to justify scope of work (CNA)
 - Plan for a minimum 10-15 years without further HHAP capital investment
- Existing Emergency Shelter Repairs:
 - Reasonable and limited to health and safety items identified by OTDA and/or local Department of Social Services (DSS) or designee

HHAP Review Process – *Other Development Funding/ Leveraging*

- Federal
- State
- Local
- Private
- Level of 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
 - Additional points if in construction within 6 months
 - Within 6 months for Existing Emergency Shelter Repairs

HHAP Review Process – *Energy Efficiency*

- Evidence of Compliance with New York State's Climate Leadership and Community Protection Act ("Climate Act"), Executive Order 22 (EO 22)
 - Narrative
 - Supporting documentation

The Climate Act 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.

HHAP Review Process – *Energy Efficiency continued*

EO22 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.

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*

HHAP Review Process – *Priorities*

- Empire State Supportive Housing Initiative (ESSHI) projects
- Veterans projects
- Supportive housing projects targeted to long-staying families in emergency housing, in accordance with the area's Continuum of Care (CoC)
- Projects that rely on other development funding where at least 75% of non-HHAP funds are committed at the time of application
- Emergency shelter projects that currently only use hotels/motels for placement, due to the lack of an emergency shelter within the county

**Preference for Stabilization applications reviewed on slide 13*

HHAP RFP Appendices

| Appendix |
|--|
| Appendix A – Contract Information |
| Appendix B – The Empire State Supportive Housing Initiative (ESSHI) |
| Appendix C – MWBE and EEO |
| Appendix D – Service-Disabled Veteran-Owned Business Enterprises |
| Appendix E – Omnibus Procurement Act of 1992 |
| Appendix F – Conflict of Interest |
| Appendix G – Developer / Consultant Fee Schedule |
| Appendix H – Operating and Replacement Reserve Policy |
| Appendix I – Shelter Allowance Schedule |
| Appendix J – HHAP Standards for Architectural Services Contracts |
| Appendix K – Vendor Assurance of No conflict of Interest or Detrimental Effect |
| Appendix L – Executive Order No. 190 |
| Appendix M – Executive Order No. 22 |

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
- SFS Prequalification Application in “Prequalified” status at the time of application

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, Questions and Answers
- 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 there is any knowledge of the project

HHAP Application Release and Acceptance Dates

- RFP Release Date:

May 15, 2025

- Applications Accepted Beginning Date:

June 12, 2025



Additional Information

- Please refer to the RFP at otda.ny.gov/contracts/2025/HHAP/
- Questions regarding the RFP may be submitted continuously
 - Provide your name, organization, mailing address and email within submission
 - Questions must be submitted via mail or email to:

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Office of Temporary and Disability Assistance