

City of Albany
HOME-ARP
Development of Affordable Housing Application
FY 2023

Due Date for Proposals: August 18th, 2023 at 4:00pm

Send to: KFollett@caresny.org

Late submissions will not be considered.

Point of Contact

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On behalf of the City of Albany- Albany Community Development Agency (ACDA) HOME-ARP Program, CARES of NY is issuing a request for proposals for the Development and Support of Affordable Housing.

By issuing this request for proposals, it is the City's intent to identify those projects which significantly address City of Albany's priorities written in the Allocation Plan. Before projects are recommended to City of Albany, all information requested in this Project Application must be provided. If funded, agencies will be considered HOME-ARP Subrecipients.

CPD-21-10 Notice: [Final HOME-ARP Implementation Notice \(hud.gov\)](#)

City of Albany Approved Allocation Plan: [Albany-HOME-ARP-Allocation-Plan-FINAL.pdf \(caresny.org\)](#)

Project Scope

The City of Albany will dedicate \$900,000 to leverage state and federal affordable rental housing development resources, creating units with a preference for persons exiting the homeless system and/or fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking and youth. This will be a one-time funding opportunity. Clients will be accepted from a parallel Coordinated Entry (CE) system. CE will prioritize households comprised of unaccompanied youth and households with the last known address from specific zip codes to reduce racial disparities in homelessness. Funds may be utilized to incentivize and leverage creation of accessible units.

- a. Not less than 70 percent of affordable rental housing units acquired, rehabilitated, or constructed with HOME-ARP funds by the City of Albany must be occupied by households in the qualifying populations. Units that are not restricted to occupancy by qualifying populations are subject to income targeting and rent requirements established under the HOME-ARP Rental Program rules and are only permitted in projects with rental units restricted for occupancy by qualifying populations.
- b. HUD recognizes that, because many households in the qualifying populations are unable to pay rents sufficient to cover unit operating costs, City of Albany and project owners should attempt to obtain Federal or state project-based rental subsidies, if available. Since project-based rental subsidies can be difficult to secure, additional flexibility may be necessary to structure and underwrite projects so that they remain both affordable and financially viable. HUD is providing City of Albany with additional flexibilities in Section VI.B. to structure and underwrite HOME-ARP rental projects so they remain financially viable during the minimum compliance period. One of these flexibilities is permitting up to 30 percent of HOME-ARP rental housing units funded by City of Albany to be occupied by low-income households. City of Albany are encouraged to use this flexibility only when it is required to facilitate development of a HOME-ARP rental project. City of Albany must determine and document that households meet the definition of a qualifying population or, for the portion of HOME-ARP rental units not restricted to these populations, that households are low-income.
- c. The City of Albany anticipates developing 3-5 units of affordable housing with the funding allocated to this activity. Based on affordable housing developer feedback, it is estimated this will leverage federal and state funds to develop an additional 30-50 units. This development

will be one step in developing additional accessible housing units, creating housing prioritizing youth coming from homelessness or domestic violence scenarios, and reducing the racial disparity in homelessness by prioritizing households for affordable rental housing from zip codes overrepresented with BIPOC.

Qualifying Populations

- 1) Homeless: as defined in 24 CFR 91.5 Homeless (1), (2), or (3).
- 2) At risk of Homelessness: as defined in 24 CFR 91.5 At risk of homelessness.
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking: as defined by HUD.
- 4) Other Populations: where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

Preferences

Please remember all qualifying populations will be able to apply.

Tier 1: Youth from specific zip codes (12210, 12205 -City of Albany limits only, 12202, 12206, 12207) that are homeless or fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking

Tier 2: Any youth (non-zip code specific) experiencing homelessness or fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking

Tier 3: Persons experiencing homelessness or fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking from identified zip codes

Tier 4: Any person (non-zip code specific) experiencing homelessness or fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Additional Funded Application Expectations

- Applicants must certify they will utilize the Homeless Management Information System (HMIS).
- Applicants must certify they will participate in the CoC Coordinated Entry Program.
- Applicants must certify they will voucher on time depending upon the signed agreement for the duration of the contract.
- All costs must comply with the Cost Principles contained in subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200.
- Applicants must certify they will participate in meetings with CARES of NY who administers the project as necessary/requested.

HOME-ARP

DEVELOPMENT OF AFFORDABLE HOUSING

RANK AND REVIEW APPLICATION 2023

PART 1: OBJECTIVE QUESTIONS

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Phone: _____
5. E-mail: _____
6. Requested Amount: \$ _____
7. Address of proposed project: _____
8. Would this project be using the HOME-ARP funding as Supplemental Funds?
 - a. Yes No
9. Please select one project type: ___ Acquisition ___ Rehabilitation ___ Construction
10. Is your agency a member of the Albany CoC/CE?
 - a. Yes No
11. Is the project construction currently underway?
 - Yes No
12. Have environmental reviews been completed?
 - Yes No
13. Are there any known environmental hazards that will need to be addressed as part of the project's development?
 - Yes No
14. Does your project intend to dedicate at least 20% of the total project (funded through HOME-ARP or otherwise) to creation of accessible units for those with mobility impairments.
 - i. Yes **1 pt** No **0 pts**

HOME- ARP
DEVELOPMENT OF AFFORDABLE HOUSING
RANK AND REVIEW APPLICATION 2023
PART 2: NARRATIVES

PROJECT INFORMATION

FY23 Proposed Total Funding Request: \$ _____

*Eligible Costs located on page 23 of CPD-21-10 Notice

*Must apply for \$900,000.00

Activity	HOME-ARP Funds	Explain Activity Costs
1. Development Hard Costs		
2. Refinancing Costs		
3. Acquisition Costs		
4. Related Soft Costs		
5. Relocation Costs		
6. Costs relating to payment of loans		
7. Replacement Reserve		
8. Operating Cost Assistance		
TOTAL		

15. HOME-ARP Budget Proposal (20 points)

- a. Please provide a brief narrative justification for each item for which funds are being requested. Please detail staffing as well as non-personnel related expenditures. Points will be awarded for complete and accurate budgets that have detailed explanations of activity costs. No more than 1000 words.
- b. How does this project propose paying for operation costs? Please describe in detail with information about specific grants or other funding source secured.
 - i. **Up to 10 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10 and approved Allocation Plan.**
 - ii. **Up to 10 pts awarded if there is a clearly defined plan for operating costs.**

16. Agency Experience (24 points)

- a. Describe previous experience with other affordable housing developments and operations, including project size, date completed, and population(s) served.
- b. Describe your associated agency's experience developing and operating affordable housing projects.
- c. Describe familiarity with general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.

iii. **Up to 18 pts awarded if the applying agency has prior experience administering similar projects.**

iv. **Up to 6 pts awarded if the applying agency has familiarity with HUD regulations.**

17. Project Summary (35 Points)

- c. Please provide a detailed summary of this project, including: 1) specific developer) how the project would meet the needs of the qualifying population(s), and 2) plan for the long-term sustainability of the project. Additionally, 3) include how the proposed project aligns with the goals and objectives of HOME-ARP, as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10.
- d. What are the number of Affordable Housing units in the facility associated with the project? Please justify your response. No more than 1000 words.
 - i. **Up to 20 pts awarded if the narrative clearly defines the summary of the project and aligns with the HUD HOME-ARP Notice CPD-21-10 and approved Allocation Plan.**
 - ii. **Up to 10 pts awarded if the narrative clearly states how the project will sustain long-term.**
 - iii. **Up to 5 pts awarded if the narrative states number of units**

18. Community Need (20 points)

- e. Using quantitative and qualitative data, identify the need for your project and detail how your project will meet the need and monitor its success. No more than 1000 words.
 - i. **Up to 15 pts awarded if the narrative clearly defines the need for your project in the City of Albany.**
 - ii. **Up to 5 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**