

City of Albany
HOME-ARP
Non-Congregate Shelter 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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518-489-4130 x 749

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 projects that seek to develop non-congregate shelter for those most in need by using these funds to leverage additional state and federal resources for the capital needed. Non-Congregate Shelter provides private units or rooms as temporary shelter to individuals and families and do not require occupants to sign a lease or occupancy agreement.

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.

HOME-ARP NCS projects must comply with HOME-ARP requirements during the restricted use period established in the HOME-ARP Notice. [Final HOME-ARP Implementation Notice_ \(hud.gov\)](#) City of Albany Approved Allocation Plan: [Albany-HOME-ARP-Allocation-Plan-FINAL.pdf \(caresny.org\)](#)

- New Construction: 15 years
- Rehabilitation: 10 years
- Acquisition Only: 10 years

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

There will be no preference among qualifying populations or subpopulations for non-congregate shelter. However, it is anticipated those experiencing homelessness or victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking will be most likely to apply for such shelter.

Additional Funded Application Expectations

- Require that the developer submit evidence of appropriate skills and experience related to the development of shelters or similar facilities.
- Require the owner to submit evidence of prior experience with operating shelters.
- Require an acquisition or development budget, timeline, and sources and uses statement for the acquisition and/or development of the project be submitted for review.
- Require the owner to submit a proposed operating budget, including secured sources for operating costs and any operating gap that will require additional assistance. If there is a gap in

the operating budget, the City of Albany may require the owner to submit a plan for securing additional private, local, state, or Federal funding sufficient for successful operation of the project.

- 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

ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER

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. Is this proposed project an expansion of an existing program?
 - a. Yes No
9. Please select one project type: ___ Acquisition ___ Rehabilitation ___ Construction
10. Is your agency a current shelter provider who receives ESG or ESG-CV funds?
 - a. Yes No
11. If YES to question 10: During the last two years, has your agency received any monitoring findings from HUD or the ACCH Operations or Finance Committee which remain unresolved?
 - a. Yes No
12. Does your agency have prior experience serving individuals and families experiencing homelessness?
 - a. Yes No
13. Is your agency a member of the Albany CoC/CE?
 - a. Yes No
14. Does your agency have prior experience with development of congregate or non-congregate shelter?
 - a. Yes No

HOME- ARP
ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER
RANK AND REVIEW APPLICATION 2023
PART 2: NARRATIVES

PROJECT INFORMATION

FY23 Proposed Total Funding Request: \$ _____

*Eligible costs on page 57 of CPD-21-10 Notice

*Budget must total \$308,952.00

Activity	HOME-ARP Funds	Explain Activity Costs
Operations		
1. Acquisition Costs		
2. Demolition Costs		
3. Development Hard Costs		
4. Site Improvement		
5. Related Soft Costs		
2. Replacement Reserve		
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.
- b. How does this project propose paying for operation costs as Operating Costs are an ineligible expense under HOME-ARP CPD21-10? Please describe in detail with information about specific grants or other funding source secured. No more than 1000 words.
 - **Up to 10 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10.**
 - **Up to 10 pts awarded if there is a clearly defined plan for operating costs.**

16. Agency Experience (25 points)

- c. Describe previous experience with other emergency shelter developments and operations, including project size, date completed, and population(s) served. 2.d Describe your associated agency's experience developing and operating non-congregate and congregate emergency shelter(s).
- d. Describe familiarity with general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.
 - **Up to 15 pts awarded if the applying agency has prior experience administering similar projects.**
 - **Up to 10 pts awarded if the applying agency has familiarity with HUD regulations.**

17. Project Summary (35 Points)

- e. 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.
- f. What are the number of non-congregate emergency shelter beds and units in the facility associated with the project? Please justify your response. No more than 1000 words.
 - **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.**
 - **Up to 5 pts awarded if the narrative clearly states how the project will sustain long-term.**
 - **Up to 5 pts awarded for a clear plan to secure additional funding to complete the project.**
 - **Up to 5 pts awarded if the narrative justifies the number of beds with the community need.**

18. Community Need (20 points)

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