

City of Albany
HOME-ARP
Tenant Based Rental Assistance 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

Karen Follett
HOME-ARP Project Coordinator
KFollett@caresny.org
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 assist qualifying individuals and families with payments to cover the entire or insufficient amounts that the qualifying household cannot pay for 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 \(caresny.org\)](#)

Funding Level

The City of Albany dedicated \$600,000 to providing rental assistance for up to 24 months. Contracts will be 2-year terms at \$300,00 total for two subrecipients. The City of Albany has final determination on contract length and any adjustments to the amount.

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

- a. Homeless and victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking will receive a preference among the qualifying populations for HOME-ARP funded TBRA. All qualifying populations will be able to apply.
- b. Of those qualifying populations (homeless and victims of domestic violence, etc.), persons with criminal justice involvement will be prioritized.
- c. Of those qualifying populations, households with last known address from specific zip codes that are overrepresented with Black Indigenous People of Color (BIPOC) will be prioritized.

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.
- Applicants must certify they will participate in meetings with CARES of NY who administers

the project.

- 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.

HOME-ARP
TENANT BASED RENTAL ASSISTANCE
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. Is this proposed project an expansion of an existing rental assistance program?
 - a. Yes No

8. If Yes to question 7, 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 **0 pts** No **1 pt** N/A **0 pts**

9. Does your agency have prior experience providing financial assistance?
 - a. Yes No

10. Is your agency a member of the Albany CoC/CE?
 - a. Yes No

HOME- ARP
TENANT BASED RENTAL ASSISTANCE
RANK AND REVIEW APPLICATION 2023
PART 2: NARRATIVES

PROJECT INFORMATION

FY23 Proposed Total Funding Request: \$ _____

*Eligible costs start on page 39 of CPD-21-10 Notice

Project Delivery Costs	HOME-ARP Funds	Explain Activity Costs
1. Personnel		
2. Fringe		
3. Supplies		
4. Tenant Based Rental Assistance <i>*Rental Assistance for up to 24 months</i>		
5. Inspections		
TOTAL		

11. 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 750 words.
 - **Up to 20 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10 and Approved Allocation Plan.**

12. Agency Experience (24 points)

- a. Describe your agency's experience directly related to the proposed program. Please provide specific examples of similar service delivery programs administered using other funding source. Be sure to include details of similar projects managed by your agency and your familiarity of general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.
 - **Up to 18 pts awarded if the applying agency has prior experience administering similar programs.**
 - **Up to 6 pts awarded if the applying agency has familiarity with HUD regulations.**

13. Project Summary (35 Points)

- b. Please describe your project and include the following: target population, location of service delivery, ability to begin project in 2023, coordination with community partners/community resources, how the project aligns with the HOME -ARP Notice and the approved Allocation Plan. No more than 1000 words.
- **Up to 25 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 10 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**

14. Community Need (20 points)

- c. 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.**