HOME Consortium

Jefferson, Ozaukee, Washington and Waukesha Counties

HOME-ARP

Development of Rental Housing Application FY 2024

Due Date for Proposals: November 22ⁿᵈ, 2023 at 4:30pm

Send to Lisa Johnson:
lmjohnson@waukehacounty.gov
Late submissions will not be considered.

Point of Contact

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Community Development Manager
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On behalf of the Consortium's HOME-ARP Program, Waukesha County is issuing a request for proposals for the Development and Support of Rental Housing.

By issuing this request for proposals, it is the HOME Consortium's intent to identify those projects which significantly address the HOME Consortium's priorities written in the Allocation Plan. Before projects are recommended to the HOME Consortium, 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)
Approved Allocation Plan: HOME Consortium HOME-ARP Allocation Plan

Project Scope

The Consortium will dedicate $2,911,334 to leverage state and federal affordable rental housing development resources to prioritize the chronically homeless and persons at risk of homelessness. This is a one-time funding opportunity in the amount of $2,911,334. Clients will be referred and accepted from HMIS and Coordinated Entry (CE) systems in local CoCs. Per CPD-21-10:

a. Not less than 70 percent of affordable rental housing units acquired, rehabilitated, or constructed with HOME-ARP funds by the Consortium 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, the Consortium 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 the Consortium 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 the HOME Consortium to be occupied by low-income households. The HOME Consortium is encouraged to use this flexibility only when it is required to facilitate development of a HOME-ARP rental project. The HOME Consortium 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. Eligible HOME-ARP rental housing includes "housing" as defined at 24 CFR 92.2, including but not limited to manufactured housing, single room occupancy (SRO) units, and permanent supportive housing. Emergency shelters, hotels, and motels (including those currently operating as non-congregate shelter), facilities such as nursing homes, residential treatment facilities, correctional facilities, halfway houses, and housing for students or dormitories do not constitute housing in the HOME-ARP program. However, HOME-ARP funds may be used to acquire and rehabilitate such structures into HOME-ARP rental housing.

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.

Preference for Units

The HOME Consortium covers a large geography with varying levels of need and resources related to homelessness. In selecting projects and services for HOME-ARP funding, the Consortium will consider a variety of activity types in areas throughout the four-county region.

While all qualifying populations will be eligible for HOME-ARP funded projects, the HOME Consortium anticipates using the following preferences as one of several factors determining project selection:

•   Activities that preference chronically homeless persons (as a subpopulation of the "homeless" qualifying population); and
•   Activities that preference people at risk of homelessness (one of the qualifying populations).

The HOME Consortium may also select to fund housing development, non-congregate shelter, or service projects that do not have a preference among HOME-ARP qualifying populations.

In applying these preferences, the Consortium will act in compliance with all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a). Eligibility and selection of applicants will be determined without regard to an applicant's race, color, religion, sex (including gender identity and sexual orientation), disability, familial status, or national origin.

Additional Funded Application Expectations

- Applicants must certify they will utilize the Homeless Management Information System (HMIS) (or partner with agencies or CE Lead agencies in their local CoC who can access HMIS).
- Applicants must certify they will participate in their local CoC.
- 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.

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HOME-ARP

DEVELOPMENT OF RENTAL HOUSING

2024 APPLICATION

PART 1: OBJECTIVE QUESTIONS

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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 your local CoC?
    a. □ Yes □ No
11. Is the project construction currently underway?
    a. □ Yes □ No
12. Have environmental reviews been completed?
    a. □ Yes □ No
13. Are there any known environmental hazards that will need to be addressed as part of the project's development?
    a. □ Yes □ No
14. Will your project give preference to either of the following: 1) chronically homeless 2) those at risk of homelessness?
    a. □ Yes **1 pt**   □ No **0 pts**

HOME- ARP

DEVELOPMENT OF RENTAL HOUSING

2024 APPLICATION

PART 2: NARRATIVES

PROJECT INFORMATION

FY24 Proposed Total Funding Request: $_____

*Maximum $80,000 per HOME-ARP unit +11 HOME-ARP units = $880,000 maximum request.

Use the following budget as a summary. Attach all required budget documents to application.

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.
   b. How does this project propose paying for operation costs? Please describe in detail with information about specific grants or other funding source secured. No more than 1000 words.
      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 rental housing developments and operations, including project size, date completed, and population(s) served. Describe your associated agency's experience developing and operating affordable housing projects.

    b.   Describe familiarity with general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.

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

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

17. Project Summary (35 Points)

    a. Please provide a detailed summary of this project, including: 1) 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.

    b. 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 justifies the number of beds with the community need.**

18. **Community Need (20 points**)
    a. 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 HOME Consortium.**
        ii.   **Up to 5 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**