

Rental Housing, Non-Congregate Shelter, Supportive Services & Non-Profit Capacity Building

Instructions

Please review the NYS HOME-ARP Request for Applications (RFA) & NYS HOME-ARP Allocation Plan for additional information before responding to the questions of the Initial Application below.

Projects & activities funded by the NYS HOME-ARP Program must adhere to the NYS HOME-ARP Allocation Plan in addition to the HOME-ARP HUD Notice CPD-21-10.

Submit a cover page with the organization's name and address along with primary contact's name, number and email.

Submit responses for each question that are no longer than 1 page maximum, typed in 12-point, Times New Roman font with moderate margins.

For all responses, please list the question asked before the written response. All questions must be answered.

**In addition, a completed Initial Application must include the completed HOME-ARP Project Summary Budget in Excel and as a PDF. Materials are posted online:
<https://hcr.ny.gov/nys-home-arp>**

Submit the project narrative, questions 1-6 and budget to HOME_ARP@hcr.ny.gov

Project Summary Narrative

Please provide a narrative summary of your HOME-ARP project. Respond in the order of the question and describe the following: name of project and location, type of project (single site, multiple sites, rehabilitation, acquisition and rehabilitation, new construction etc.), ownership or proposed ownership status, use(s) of HOME-ARP funds requested, amount of development subsidy per unit, amount of supportive service subsidy per unit (if applicable), amount of Non-Profit capacity building (if applicable), other committed funds or resources, development team and partners, current occupancy status, relocation needs (if applicable) and tenant selection method.

1. Evidence of Market Demand

Using recent, relevant data from the area where the project is located: demonstrate the need for affordable rental housing and/or non-congregate shelter specifically related to serving Qualifying Populations.

2. Applicant Experience and Capacity

Applicant must have been incorporated for a minimum of 1 year and demonstrate experience in developing affordable housing of similar size and scope projects as proposed in HOME-ARP.

- a. Describe the recent experience and capacity of the applicant and development team to successfully implement the acquisition, rehabilitation and/or construction of the proposed project.
- b. Describe the recent experience and capacity of the applicant and property management staff to own and operate rental housing subject to HOME-ARP, HOME and affordable housing federal regulations. If Non-Profit Capacity Building is being requested through HOME-ARP, provide documentation of the organizational & project needs to develop a HOME-ARP project along with general operating expenses of the organization.
- c. Complete Vendor Responsibility Questionnaire which can be found here: [Vendor Responsibility Forms | Office of the New York State Comptroller \(ny.gov\)](#)

3. Project Feasibility

- a. Is the project funding requested sufficient to cover all project costs to ensure completion? Please outline any additional leveraged resources that are committed to the project.
- b. Will the scope of improvements ensure that the structure and systems will have a useful life of at least the Period of Affordability or Restricted Use Period?
- c. If awarded funds, the contract term shall not exceed 36 months and all HOME-ARP funds must be expended by September 30, 2030. Describe the elements of your approach that will help to ensure that the project will be completed within the proposed schedule and budget.
- d. Is your project feasible for operation throughout the Period of Affordability? Does the pro forma show positive cash flow, or adequate reserves to cover shortfalls? What measures will you put into place to ensure that the project performs according to plan?

4. Readiness

- a. Describe your readiness to proceed upon selection – describe to what extent you have:
 - i. Site control
 - ii. Local approvals
 - iii. All other funding in place
 - iv. Team members in place
 - v. Status of the design, scope of work and bidding
 - vi. Relocation needs, if applicable

5. Long Term Affordability and Oversight

- a. How will the owner/manager ensure ongoing compliance with HOME-ARP occupancy requirements for Qualified Populations?
- b. Describe how the property will be maintained to ensure ongoing compliance with HOME property standards.

6. Occupancy Plans

Briefly describe the proposed plans for identifying qualifying tenants. More detailed plans will be required to be submitted with final application and approved prior to occupancy of the project. Please describe the following four plans as applicable:

- i. Tenant Selection Method(s)
- ii. COC Referrals
- iii. Waiting Lists
- iv. Long-Term Management