HOME Consortium

Jefferson, Ozaukee, Washington and Waukesha Counties

HOME-ARP

Non-Congregate Shelter Application

FY 2024

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

Send to Lisa Johnson:

lmjohnson@waukeshacounty.gov

Late submissions will not be considered.

Point of Contact

Kristin Silva
Community Development Manager

On behalf of the HOME Consortium's HOME-ARP Program, Waukesha County 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.

By issuing this request for proposals, it is the HOME Consortium's intent to identify those projects which significantly address the Consortium's priorities written in the Allocation Plan. Before projects are recommended to the Consortium, all information requested in this Project Application must be provided. If funded, agencies will be considered HOME-ARP Subrecipients. The Consortium has dedicated a one-time funding opportunity in the amount of $**794,000.**

HOME-ARP NCS projects must comply with HOME-ARP requirements during the restricted use period established in the HOME-ARP Notice.

- 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.

Additional Application Materials to be Submitted

- Applicant must submit evidence of appropriate skills and experience related to the development of shelters or similar facilities (resumes, etc.).
- Applicant must submit evidence of prior experience with operating shelters.
- Applicant must provide acquisition or development budget, timeline, and sources and uses in separate documents attached to this application.
- Applicant must 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 HOME Consortium may require the applicant to submit a plan for securing additional private, local, state, or Federal funding sufficient for successful operation of the project.

  By Completing this application:
- Applicants certify they will utilize the Homeless Management Information System (HMIS) (could be through a partner agency or CE Lead Agency for the CoC).
- Applicants certify they will participate in meetings with 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.

Preferences

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.

HOME-ARP

ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER

2024 APPLICATION

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, your local CoC or the Balance of State CoC 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 your local CoC?
    a. □ Yes □ No

14. Does your agency have prior experience with development of congregate or non-congregate shelter?
    a. □ Yes □ No

15. Will your project give preference to chronically homeless or people at risk of homelessness?
    a. □ Yes **1 pt**   □ No **0 pts**

HOME- ARP

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2024 APPLICATION

PART 2: NARRATIVES

PROJECT INFORMATION

FY24 Proposed Total Funding Request: $_____

*Maximum amount available is **$794,000. $80,000 per HOME unit max.**

Use the following budget as a summary. Attach your actual budget documents to the application.

Activity	HOME-ARP Funds	Explain Activity Costs
Operations		
1. Acquisition Costs		
2. Demolition Costs		
3. Site Improvement		
4. Development Hard Costs		
5. Related Soft Costs		
6. Replacement Reserve		
TOTAL		

16. **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 CPD-21-10? 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.**

17. **Agency Experience (24 points)**
    a. 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).
    b. Describe familiarity with 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 projects.**
        - **Up to 6 pts awarded if the applying agency has familiarity with HUD regulations.**

18. **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 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.**

19. **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 success. No more than 1000 words.
      - **Up to 15 pts awarded if the narrative clearly defines the need for your project in the Consortium.**
      - **Up to 5 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**