

REQUEST FOR APPLICATIONS

HOUSING OPPORTUNITIES for **PERSONS WITH AIDS PROGRAM**

October 28, 2011

(FY 2010/2011 Funding)

Funded through the U.S. Department of Housing and Urban Development

Grantee: Town of Islip Community Development Agency
15 Shore Lane
Bay Shore, New York 11706

Sponsor: United Way of Long Island
819 Grand Blvd.
Deer Park, New York 11729

INTRODUCTION

The Town of Islip Community Development Agency (the “ICDA” or “Grantee”) and the United Way of Long Island (the “UWLI” or “Sponsor”), are requesting applications seeking grant funds, available through the United States Department of Housing and Urban Development (“HUD”) Housing Opportunities for Persons with AIDS program (‘HOPWA’), for projects proposing the creation of new or renovated units of housing for individuals with AIDS and their dependents. **Approximately \$1.5 million in funding** is available for HOPWA projects.

The purpose of the HOPWA program is to provide the Nassau/Suffolk region with the resources to provide housing to meet the needs of HUD eligible, low income persons and/or families with HIV/AIDS, or persons who have tested positive for HIV/AIDS.

The ICDA and UWLI will consider applications proposing the development of congregate/assisted living, independent housing and short-term transitional housing for persons with HIV/AIDS, or persons who have tested positive for HIV/AIDS, and their families and/or dependents. In addition, preservation funds will be available to provide non-substantial rehabilitation and energy efficient, “Home Energy Retrofits”, and weatherization upgrades to existing HOPWA projects that have fulfilled their 10 year commitment. Acceptance of a preservation grant will evoke a new 10 year commitment to operate the facility for HIV/AIDS housing.

I. MINIMUM ELIGIBILITY REQUIREMENTS

- A. Applicants must be either a non-profit organization or a unit of local government located in Nassau or Suffolk County.
- B. HOPWA grant funds may be used only for acquisition (including closing costs), rehabilitation, new construction, or conversion of housing. HOPWA funds may not be used for operating costs, services, administrative costs, or salary costs associated with the Applicants proposed project.
- C. Applicants must have additional sources of funds, other than HOPWA, that can be allocated to the proposed project to ensure the project’s continued operation, including funds to maintain the necessary staff requirements. Anticipated rents may constitute a significant portion of these operating funds.

- D. Since projects must be completed within a specified period, Applicants must have the financial ability to further the proposed project while awaiting HOPWA funds.
- E. Proposed project properties must be owned outright or have an approved option to purchase or pre-purchase contract at the time the application is submitted for consideration. The market value must be determined by a licensed and certified appraiser, who is selected and paid by the Applicant. Pre-purchase contracts must include a clause stating that “the sale of the property is contingent upon availability of funding from the Town of Islip Community Development Agency (“ICDA”), and upon the ICDA’s approval of the site.
- F. All proposed projects must be consistent with the local municipality’s Consolidated Plan and objectives.

II. HOPWA PROGRAM REQUIREMENTS

Applicants whose proposed projects are selected to receive HOPWA grant funds (“Sub-Recipients”) must adhere to the following standards:

- A. Sub-Recipients shall ensure that qualified service providers in the area make available appropriate supportive services to the individuals assisted with HOPWA housing. For any individual with AIDS or a related disease who requires more intensive care than can be provided in the HOPWA housing, the Sub-Recipient shall provide for locating a care provider who can appropriately care for the individual and for referring the individual to the care provider.
- B. Sub-Recipients must provide safe and sanitary housing that meets or exceeds provisions for the applicable Code for the State of New York, including licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing. All HUD Housing Quality Standards must also be met.
- C. All projects must meet *New York ENERGY STAR Labeled Homes* requirements. Compliance shall be demonstrated by meeting the performance standard (i.e., a minimum expanded Home Energy Rating System (HERS) Score of 84.0. Builder Option Package (BOP) method of compliance will NOT be accepted).

- D. All construction projects MUST be completed by a BPI Accredited Home Performance Company, and obtain EPA Certification as well as have an adequate amount of staff that are EPA Certified Lead for Renovators.
<http://www.lipower.org/efficiency/homeperformance.html>
- E. Ingress and egress to the housing must occur without unauthorized use of other private properties. Structures must also have multiple means of egress in case of fire.
- F. Each resident must be afforded adequate space and security for themselves and their belongings. An acceptable place to sleep must be provided for each resident.
- G. The water supply must be free from contamination at levels that threaten the health of individuals.
- H. The housing must have adequate natural or artificial light to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- I. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner. Similarly, the housing and any equipment must be maintained in sanitary condition.
- J. Any building or structure assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases for a period of not less than 10 years.
- K. Persons residing in rental housing created or assisted with HOPWA funds must pay as rent, including utilities, an amount which is the higher of:
 - 1. **30 percent** of the family's monthly adjusted income;
 - 2. **10 percent** of the family's monthly gross income; or
 - 3. If the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated.

- L. The Sub-Recipient must meet the following requirements relating to inspection and abatement of defective lead-based paint surfaces:
 - 1. Treatment of defective paint surfaces must be performed before final inspection and approval of the renovation, rehabilitation or conversion activity proposed; and
 - 2. Appropriate action must be taken to protect facility occupants from the hazards associated with lead-based paint abatement procedures.

- M. No property to be assisted with HOPWA funds may be located in an area that has been identified by the Federal Emergency Management Agency (“FEMA”) as having special flood hazards, unless:
 - 1. The community in which the area is situated is participating in the National Flood Insurance Program or less than a year has passed since FEMA notification regarding such hazards; and
 - 2. The Sub-Recipient will ensure that flood insurance on the structure is obtained in compliance with section 102(a) of the Flood Disaster Protection Act of 1973.

III. ADDITIONAL REQUIREMENTS

- A. Prior to distribution of any HOPWA grant funds, Sub-Recipients must enter into a Sub-Recipient Agreement with the ICDA and UWLI. (Sample Sub-Recipient Agreement is available upon request).

- B. After date of receipt of the RFP, ICDA and UWLI will issue an Award notification within 30 days.

- C. Sub-Recipient is required to ensure timely completion of project within requirements set fourth in the sub- Recipient agreement, and will act as construction manager. Responsible for achieving deadlines.
 - 1. Sub- Recipient wishing to not act as construction manager may elect to assign United Way of Long Island as designated developer/construction manager, and assume responsibility for project deadlines and advanced energy construction project management.

- i. Sub- recipients wishing to exercise this option will complete Exhibit F listing United Way of Long Island as construction/project manager.
 - ii. United Way of Long Island acting as Developer will draw from project budget a developer's fee calculated at 4 percentage of total contract cost.
- D. Upon receipt of HOPWA grant funds, Sub-Recipients become members of the Nassau Suffolk HIV/AIDS Housing Network and will be required to attend all scheduled meetings.
- E. Within **30 days** from the date of the Notice of Award, the Sub-Recipient must submit a list of potential suitable homes, if one was not identified in this application, to UWLI and ICDA.
- F. Proposed project sites must be reviewed and approved by the ICDA and UWLI in accordance with 24 CFR Part 58 Environmental Conditions before final approval to expend funds for purchase or renovation will be given. All homes must also be inspected with regard to the presence of lead, asbestos, mold and other hazardous conditions prior to approval of purchase.
- G. Within **45 days** from the date of the Award letter, the Sub-Recipient must enter into a contract of sale with the property owner.
- H. All project sites **must be vacant** prior to the Sub-Recipient's acquisition. Preservation projects must make reasonable accommodations for clients currently occupying the unit. If current owner has tenants, the Sub-Recipient must contact UWLI for correct Federal Notification Form and proper procedures prior to executing a contract.
- I. Within **60 days** from the date of the Award letter, the Sub-Recipient must close on the property.
- J. Within **120 days** from the date of the Notice of Award, the Sub-Recipient must submit construction documents/building plans, with specification, detailing all aspects of new and/or rehabilitation construction activities and materials required to UWLI. (Samples are to be available upon request).
- K. Construction and rehabilitation specifications, associated materials and finishes, and equipment and furnishings must meet HOPWA project guidelines and standards. (HOPWA project guidelines and standards are available upon request).

- L. Within **120 days** from the date of the Notice of Award, the Sub-Recipient must have the approved plans out to BID. The BIDs will be open for 2 weeks (10 business days).
- M. The Construction Company that is awarded the BID will be required to submit the approved plans and all required documents to the town for permits within 5 business days of their award letter.
- N. All proposed projects must comply with the local municipality's zoning code. Authorization from the UWLI is required **prior** to a Sub-Recipient making any application seeking a variance or zoning change that will require a public hearing.
- O. Upon request, Sub-Recipients shall provide to either the ICDA and/or the UWLI a written report providing the demographic characteristics of clients and any other information specifically requested by the ICDA and/or the UWLI.
- P. Once the Construction Company obtains the permits there is a **90 day** turn around to complete construction.
- Q. UWLI, as sponsor, is the TOICDA's designated development and construction management entity, and has authority over all phases of the project.
- R. Because these are time-sensitive funds if an agency steps out of the allotted time frame, UWLI may step in, if necessary, to assure adherence to timeline.

IV. **APPLICATION REVIEW AND SELECTION CRITERIA**

- A. A review panel designated by grantee will review all proposals based upon five selection criteria and will assign a point value to each of the selection criteria. The selection criteria and respective point values are as follows:
 - 1. **Applicant's Overall Capability** (administrative capacity to organize, develop, and manage housing program for people with HIV/AIDS, including consideration of the experience of Applicant's staff, the average tenure of the governing board, and the financial infrastructure) **(Value 0-20 points)**

2. Applicant's Experience With Providing Housing and Other Services to the HIV positive Population (Value 0-20 points)

3. Project Information (Does the applicant own property for rehabilitation or hold a contract or option to purchase? Does the applicant provide any matching or leveraged funding? Will project use any green building details?) **(Value 0-30 points)**

4. Client Population Base (Evidence that there is a need for the particular type of housing in the proposed location and that the Applicant has eligible clients to take occupancy) **(Value 0-10 points)**

5. Operating Funds (Applicants must indicate the sources of funding for operating costs, including utilities, salaries, and administration) **(Value 0-20 points)**

- B. The review panel will assign an overall grade to each Application based upon the total points accumulated from each of the above categories.
- C. Grants will be awarded competitively. The number of grants awarded is directly dependent upon the HOPWA budget for the project year.
- D. All HOPWA Grant Awards are subject to final approval by the ICDA Executive Director.
- E. Applicants whose proposed project has been selected to receive HOPWA funding shall be notified in writing by the ICDA.
- F. The proposed HOPWA grant amount will be solely based upon the Applicant's submitted project estimate and will be subject to a downward change based upon **actual costs** associated with project acquisition, rehabilitation/construction costs, equipment/furnishing costs, and closing costs.
- G. Grievances arising from any aspect of the application or review process must be brought to the attention of the UWLI. If not resolved by the UWLI to the Applicant's satisfaction, grievances will be placed before a joint meeting of the ICDA and the UWLI for a final decision.

V. HOPWA GRANT APPLICATION GUIDELINES

- A. All applications will be accepted as an electronic submission. For fillable PDF's of the required documents please go to:
<http://www.unitedwayli.org/housingopportunitiespeopleaidshopwa> Then follow the guidelines outlined below.
- B. Each application must include a narrative section. The narrative section of the application must be limited to 15 double-spaced 8.5" X 11" pages and should include:
1. Applicant's capability to create the type of housing being proposed. The Applicant must include a description of current HIV activities, number of HIV+ clients presently served by the Applicant, an overview of Board structure and Applicant staffing, administrative capability and an overview of Applicant's financial status.
 2. Detailed description of the type of housing proposed, including but not limited to, the number of individuals to be housed, the living arrangements for those individuals within the house, the proposed location, the number of units proposed, (for housing of individuals, occupancy may not exceed one person per bedroom and must comply with local municipal law concerning maximum occupancy by unrelated individuals) and any pre-purchase contract which may be in place.
 3. An outline of the Applicant's strategy for providing required support and referral services to ensure that qualified service providers in the area will make available appropriate supportive services to individuals assisted with housing.
 4. Detailed description of Applicant's additional sources of funds to enable the Applicant to maintain continuing operation of the proposed housing with the necessary staffing. Applicants should be mindful that HOPWA funds may not be used for staffing, administrative, or operating costs. Further, Applicants should note the federal rent guidelines as provided in Section II (K) above.
 5. Detailed description of the qualifications of the staff person and/or consultant who will be responsible for the Construction Documents/or building plans, bidding and award of construction contract, performing construction/rehabilitation site inspections and overseeing the construction project through its completion.

6. Detailed description of the support services to be integrated into the proposed project. (Letters from support service providers should be appended)

7. Demonstration of the Applicant's financial ability to further the proposed project and complete the project within the time period specified in Section III above. **Neither the ICDA nor the UWLI will advance monies to the Applicant to enable the proposed project to progress while awaiting HOPWA grant funds.**

- C. All pages of the application must be consecutively numbered.
- D. Applications must have a cover page which follows the format of "Appendix A".
- E. The first page after the cover page of the application must be a **one page** double-spaced project summary including acquisition, construction, and furnishing costs.
- F. Letters from support service providers and other appended materials such as tables, graphs, and maps should be no more than 30 additional pages.
- G. Each Applicant must append to its application documentation of its 501(c)(3) status.
- H. Each Applicant must append to its application a map which shows the location of the proposed housing.
- I. Each Applicant must append to its application "Certification of Consistency" with the local municipality's consolidated plan.^{***}
- J. Each application must include a completed "Additional Sources of Grant Funding and Reimbursement for Housing" Form annexed hereto as "Appendix C".
- K. Each application must include a completed "Other HOWPA Assisted Projects" Form annexed hereto as "Appendix D".

^{***} Each municipal HUD grantee must submit a 5 year plan describing its housing needs and a plan stating how it intends to meet these needs. HOPWA Applicants must acquire a form from the municipality having jurisdiction in their project location stating that the proposed project is consistent with the municipality's objectives.

- L. Each application must include a completed budget page annexed hereto as “Appendix B”.
- M. Each application must provide a detailed justification statement which supports the total proposed budget expenditures.
- N. Each applicant must submit a lead based paint inspection certification for the proposed project site. Should the proposed project site require lead based paint remediation work, the applicant must submit a cost estimate for such remediation work with the application and include such costs in its proposed budget.
- O. Each Applicant must append to its application the use of any renewable or alternative energy sources and green building strategies.

VI. SUBMISSION OF APPLICATIONS

Complete applications must be received at United Way of Long Island **by 4:00 p.m. EST on December 2, 2011.**

- A. Applications received after the deadline will not be reviewed and will be returned to the applicant.
- B. All submissions should be forwarded to rwertheim@unitedwayli.org and cc'd to ekaleta@unitedwayli.org

APPENDIX A

APPLICATION COVER PAGE

1. **Applicant Agency Name:**
2. **Corporate Name (if different):**
3. **Applicant's Complete Mailing Address:**
4. **Authorized Representative of the Applicant/Corporation:**

Name:

Title:

Telephone Number:

Fax Number:

Email address:

5. **Type of housing to be developed and number of Bedrooms:**
6. **Project location (Town, Village, County):**
7. **Target Population to be served and Number of Families/Individuals housed:**
8. **Amount of HOPWA Funds requested:**

Acquisition:

Rehabilitation:

Furnishings/Equip:

TOTAL:

9. **Signature of Authorized Applicant/Corporate Representative:**
10. **Date of Submission:**

APPENDIX B

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

Location of the Project: _____

Name of the Federal Program to which the applicant is applying: _____

Name of Certifying Jurisdiction: _____

Certifying Official of the Jurisdiction Name: _____

Title: _____

Signature: _____

Date: _____

APPENDIX C

BUDGET

Acquisition Costs:
(Restoration Work N/A)

**A& E and
Miscellaneous Costs:******
(i.e. lead testing, environmental testing, etc)

**Rehabilitation /
New Construction Costs/
Restoration work:**

Construction Management/Project Management Consultant Fee:

FF&E Costs:*****

TOTAL COSTS:

**** Architectural and/or Engineering

***** Applicant must itemize the cost of FF&E (Fixtures, furnishings, and equipment).

APPENDIX D

ADDITIONAL SOURCES OF GRANT FUNDING AND REIMBURSEMENT FOR HOUSING FORM

1. This form should reflect all grant funding, charitable contributions, and rentals, which support project Sub-Recipients existing housing projects.
2. List both current and pending sources of monies; identify pending sources with an asterisk.
3. The program summary must include program activities and targeted groups.

ORGANIZATION: _____

Funding Source	Total Funding Amount	Number of Residences	Program Summary

APPENDIX D (continued)

ORGANIZATION: _____

Funding Source	Total Funding Amount	Number of Residences	Program Summary

APPENDIX E
OTHER HOWPA ASSISTED PROJECTS FORM

This form should reflect all HOWPA assisted projects or proposed projects that the Applicant has either submitted an application to the UWLI or the Applicant is currently operating or that the Applicant has currently pending.

ORGANIZATION: _____

Project Description/Location	Total HOPWA Funding Amount Sought or Received	Date of Award	Date of Project Completion or Current Status

ORGANIZATION: _____

Project Description/Location	Total HOPWA Funding Amount Sought or Received	Date of Award	Date of Project Completion or Current Status

**Appendix F
Project Development Plan**

Applicants can choose from the following development options:

- **United Way to develop property and deliver finished project to agency as turn- key.**
- **Agency to develop property and assign qualified project/construction manager.**

A. Project Manager: United Way _____ Staff Member _____ Consultant _____

****If hiring an external consultant please submit name and fee schedule**

****Submit copies of credentials**

B. Construction Manager: United Way _____ Staff Member _____ Consultant _____

****If hiring an external consultant please submit name and fee schedule**

****Submit copies of credentials**

Project Outline

Below, please outline the project plan as it relates to the timeline guidelines discussed on page(s) 5 and 6 of this RFP