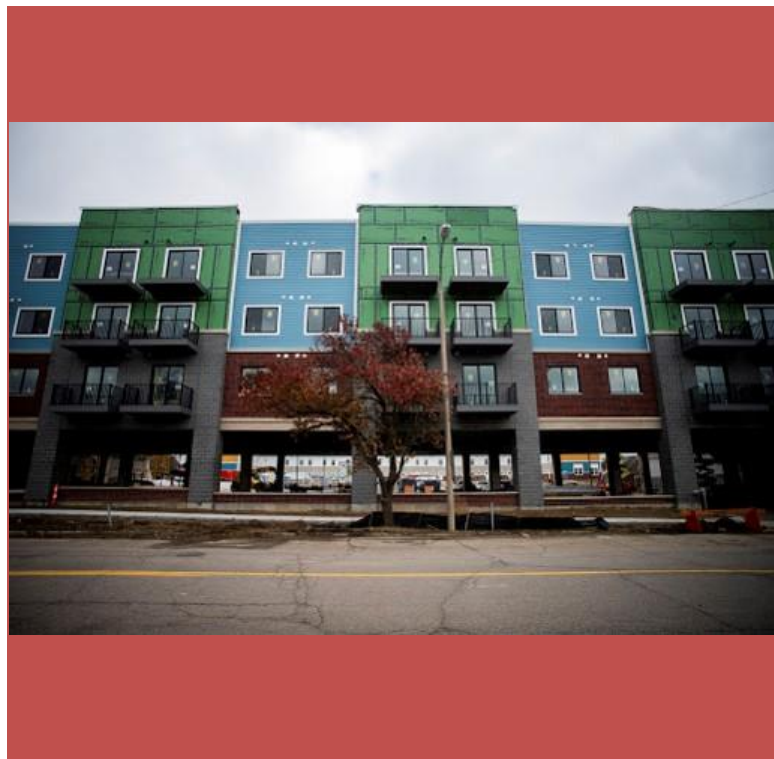




HOME- American Rescue Plan Program (HOME-ARP) Request for Proposals (RFP) City of Flint 2024



City of Flint HOME-ARP Application Information:

HUD published detailed information about the HOME-ARP Program in its [Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program](#) (the “Notice”). Applicants should read the Notice as well as this Request for Proposals (RFP) and design their applications to fit HUD’s requirements and the city’s priorities. HUD has also issued an array of guidance documents that may be helpful. These can be found on the HUD Exchange’s [HOME-ARP page](#).

Proposal Submissions:

The City of Flint is using an online system to receive applications for HOME-ARP funds. Applicants should read the HUD Notice (linked above) and this RFP closely, and then use the link shown below to submit your request for HOME-ARP funds for one or more of the Eligible Activities. Applicants will be asked to upload a letter describing your HOME-ARP funding request and summarizing your proposed project or program. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Flint must sign this letter.

Submit applications here: <https://geneseehousing.org/funding>

Links to specific eligible activity applications:

Supportive Services application:

<https://airtable.com/appKxbFFhbiV5ojDZ/pag4n9tQa0kyOi2AP/form>

Tenant Based Rental Assistance application:

<https://airtable.com/appKxbFFhbiV5ojDZ/paglibXJhUcUs3zee/form>

Rental Housing application:

<https://airtable.com/appKxbFFhbiV5ojDZ/pagHgn3aMMiYDGgFL/form>

Your electronic submission must be received by the City’s Department of Business and Community Services by Friday, September 13, 2024, at 5:00 p.m. NO FAX, MAIL DELIVERIES, or IN-PERSON PROPOSALS WILL BE ACCEPTED.

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization.

There will be a HOME-ARP information session on August 23rd from 2 – 3 pm. in the City of Flint Dome & via Zoom with support from the Executive Board of the Continuum of Care. For those attending virtually, use this information:

Topic: HOME-ARP Information Session

Time: Aug 23, 2024 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89313987358?pwd=bsQbb1AGnju4h76RII4RHS6I9KTxm0.1>

Meeting ID: 893 1398 7358

Passcode: 850749

Dial by your location

+1 309 205 3325 US

The session will be recorded for future reference if needed, and if there are any other questions after the information session you can contact Rod Slaughter at rslaughter@cityofflint.com so that all questions and answers can be posted on the City of Flint’s website under the HOME-ARP page. All additional questions following the information session must be submitted no later than **Friday September 6 at 5pm.**

TIMELINE OF HOME-ARP RFP ACTIVITIES		
Date and Time	Activity	Location
August 23, 2024 2:00 p.m.	RFP Information Session	City Hall Dome and Zoom
September 6, 2024 5:00 p.m.	Closing date for RFP questions	Via email to rslaughter@cityofflint.com
September 13, 2024 5:00 p.m.	HOME-ARP applications due online	geneeseehousing.org/funding

NOTE: Proposals that are incomplete, lack required attachments, or proposals submitted after the published deadline may not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by the review committee or by occurrence of an extenuating circumstance.

Only submit materials that have been requested

Background of the HOME-ARP Program

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in American Rescue Plan (ARP) funds to be administered through HOME to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations.

These activities include:

- (1) Development of affordable Rental Housing
- (2) Tenant-Based Rental Assistance (TBRA)
- (3) Supportive Services, and
- (4) Acquisition and Development of Non-Congregate Shelter.

Information on HOME-ARP Eligible Activities appears in Section VI of the Notice.

HOME-ARP defines Qualifying Populations (QPs) as those that are:

- QP1 - Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”)
- QP2 - At risk of homelessness, as defined in section 401 of McKinney-Vento;
- QP3 - Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
- QP4 - Part of other populations where providing supportive services or assistance would prevent a family’s homelessness or would serve those with the greatest risk of housing instability.

HOME-ARP prioritizes serving veterans and families that include a veteran family member that meets the criteria in one of (1)-(4) above.

Information on HOME-ARP Qualifying Populations and how applicants are required to document eligibility appears in Section IV of the Notice.

City of Flint’s HOME-ARP Program

The City was allocated \$3,244,570 in HOME-ARP funding.

Following a public consultation and community input process about areas of greatest need, the City opted to use the funds to address the following community priorities:

- Supportive Services
- Development of Affordable Rental Housing
- Tenant-Based Rental Assistance

Applicants can request funds to carry out one or more of these activities, using the links provided within this RFP.

The City of Flint seeks to award HOME-ARP funds for the following activities:

Supportive Services: \$750,000

Overview from Section VI.D of the Notice: HOME-ARP funds may be used to provide a broad range of supportive services to qualified individuals or families as a separate activity or in combination with other HOME-ARP activities. HUD has included eligible costs for supportive services that are necessary to assist the qualifying populations, prevent homelessness, or to enable members of Qualifying Populations to obtain and maintain housing.

Supportive services may be provided to individuals and families who meet HOME-ARP eligibility through one of the Qualifying Populations, as detailed in the Notice, and who are not already receiving the services through another program.

Eligible Services and Costs:

Eligible Supportive Services: The City of Flint will fund Supportive Services as detailed in Section VI.D of the Notice:

- McKinney-Vento Supportive Services: McKinney-Vento Supportive Services under HOMEARP are adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (“McKinney-Vento Supportive Services”) (42 U.S.C. 11360(29)).
- Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from certain eligible homelessness prevention services under the Emergency Services Grant (ESG) regulations at 24 CFR Part 576.

Applicants will be asked to describe their proposed Supportive Services project or program, including proposed Preferences and Referral Methods, along with organizational history with and capacity to carry out related Supportive Services.

Applicants will also be asked to describe how they plan to use HOME-ARP Supportive Services funds, including (1) the level of funding they request per year, and (2) for how many years they request these funds.

HOME-ARP Supportive Services funding will be made available via a one-year contract that can be renewed based on acceptable performance and expenditure. Annual HOME-ARP funding for Supportive Services will remain at the 2024 level in subsequent years.

Development of Affordable Rental Housing: \$1,507,885

Overview from Section VI.B of the Notice:

HOME-ARP funds may be used to acquire, rehabilitate, or construct affordable rental housing primarily for occupancy by households of individuals and families that meet the definition of one or more of the qualifying populations described in Section IV.A of this Notice (“qualifying households”). Unlike the regular HOME Program, which targets HOME-assisted rental units based on tenant income, 70 percent of all HOME-ARP units will admit households based only upon their status as qualifying households. This complicates the underwriting and operation of projects that include HOME-ARP units. As a result, the requirements for HOME-ARP rental housing provide significant flexibilities to enable HOME-ARP rental projects to remain financially viable and affordable for the qualifying populations throughout the minimum compliance period.

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.

Developing financially feasible rental housing for qualifying households is challenging in the absence of project-based rental assistance. Most HOME-assisted rental projects rely on tenant rents to cover all or a portion of the debt service and project operating costs. Most HOME-ARP qualifying households will be unable to pay a rent that covers allocated debt service or operating costs, requiring applicants to use other techniques to determine that HOME-ARP units are affordable and that projects containing HOME-ARP units are sustainable throughout the minimum compliance period. Applicants are encouraged to work with local PHAs and other state or local agencies to obtain project-based rental assistance for units funded with HOME-ARP. In the absence of such project-based rental assistance, the HOME-ARP units for qualifying households may require substantial capital investment through HOME-ARP and other Federal, state, local, or private sources to eliminate debt service on the units. ARP suspended the maximum per-unit subsidy limit for HOME-ARP units, enabling HOME-ARP funds to pay the entire cost to acquire, rehabilitate and/or construct the HOME-ARP rental units, eliminating the need for the HOME-ARP units to support debt. In mixed-income developments, revenue from market rate or higher income-restricted units may also provide an internal subsidy to cover a portion of the operating costs of HOME-ARP units.

To promote inclusion of HOME-ARP units in mixed-income housing, up to 30 percent of the Rental Housing units funded by the City with its HOME-ARP grant may be restricted for occupancy by households that are low-income.

Eligible Activities and Costs:

- **Eligible Activities:** Acquisition, construction, and rehabilitation of affordable rental housing, including reconstruction as defined in 24 CFR 92.2. Acquisition of vacant land or demolition may be undertaken only with respect to a HOME-ARP project for which construction is expected to start within 12 months of commitment.
- **Eligible Costs:** HOME-ARP funds may pay for up to 100 percent of the following eligible costs associated with HOME-ARP rental units:
 - Development hard costs include the actual cost of constructing and rehabilitating housing to meet applicable property standards. Eligible development costs also include site improvements, utility connections and costs to construct or rehabilitate laundry and community facilities located within the same building as the HOME-ARP housing;

- Refinancing of existing debt secured by a HOME-ARP rental project rehabilitated with HOME-ARP funds;
- Acquisition costs of improved or unimproved real property;
- Related soft costs including reasonable and necessary costs incurred by the PJ or project owner associated with the financing, development, acquisition, or rehabilitation of HOME-ARP rental housing;
- Relocation costs as defined in 24 CFR 92.206(f), 24 CFR 92.353, and the Notice; o Certain costs related to the payment of construction, bridge, or guaranteed loans, if HOME-ARP is part of original financing; and
- Operating cost assistance, through a capitalized operating reserve or ongoing operating cost payments, for HOME-ARP units restricted for occupancy by qualifying households.

Applicants are expected to be familiar with the guidelines/regulations that govern the HOME program which include but are not limited to:

1. Affordability requirements
2. Relocation regulations
3. Lead Based Paint
4. Conflict of Interest
5. Procurement
6. Affirmative Marketing and Fair Housing
7. Affirmative Action and Minority and Women Business Enterprises
8. Environmental Reviews
9. Any other regulations that may apply

Applicants will be expected to provide copies of their policies with respect to enforcing these requirements either as part of contract execution or prior to project launch. Applicants selected to move forward will be asked to provide greater detail about their proposed project. As the Program Administrator for the City's HOME grant funds, the regulations provide that DCED has the right to impose stronger requirements than those stated in these regulations.

Recipients of HOME-ARP Rental Housing funds must also comply with all applicable federal requirements set forth in Title 24 CFR Part 92 of the Code of Federal Regulations, requirements set forth in 2 CFR 200 (Financial Regulations), and all requirements appearing in the HOME-ARP Notice.

The following are some additional program requirements that must be met once an applicant is selected for funding.

1. Insurance Coverage - Worker's Compensation insurance must be purchased under the provisions of the City of Flint requirements. Liability insurance, in the amount of a minimum of \$1 million per occurrence, \$2 million aggregate, also must be purchased and the City must be named as additional insureds and Builders Liability Insurance when applicable.

2. Affirmative Marketing Plan - The organization renting or selling the units must follow an Affirmative Marketing Plan to reach members of QPs and income-eligible families, as described in 24 CFR 92.351 and in the HOME-ARP Notice.
3. For projects with 12 or more units, Davis-Bacon regulations must be followed in addition to the bidding requirements as described in Title 42, Chapter 69, Section 5310. HOME-ARP funding for Rental Housing will be offered in the form of deferred payment or forgivable project financing loans to successful respondents of this RFP. It may be used only for eligible acquisition, construction hard costs, soft costs, and developer fees.

The City prefers that all HOME-ARP Rental Housing funding be used for construction costs, as for other costs it can often be difficult to distinguish between what is and is not eligible.

Tenant-Based Rental Assistance (TBRA): \$500,000

Overview from Section VI.C of the Notice:

HOME-ARP funds may be used to provide tenant-based rental assistance (“HOME-ARP TBRA”) to individuals and families that meet one of the Qualifying Populations. An applicant may assist a qualifying household by providing payments towards housing and housing-related costs, such as rent, security deposits, and utility deposits. Because HOME-ARP TBRA is attached to the qualifying household and not a particular rental unit, the household may choose to move to another unit with continued assistance as long as the new unit meets the applicable property standards.

HOME-ARP TBRA requires that there is an executed lease between the qualified household and the owner of the rental unit; HOME-ARP TBRA may alternatively be provided in coordination with a non-profit HOME-ARP sponsor that facilitates a qualifying household’s use of HOME-ARP TBRA. In this case an additional Rental Assistance Contract is required between the City, and one of the following:

- HOME-ARP TBRA sponsor
- Qualifying household, or
- Owner of the Housing.

A HOME-ARP TBRA sponsor may make rental subsidy payments and a security deposit payment on behalf of a qualifying household or may sublease a unit to the qualifying household.

Eligible Costs:

- Eligible Costs: HOME-ARP funds may be used to provide rental assistance, security deposit assistance (up to 2 months’ rent), and utility deposits for qualifying households. HOME-ARP may pay up to 100% of these costs for a qualifying household.

Applicants will be asked to describe their proposed TBRA program, including proposed Preferences and Referral Methods, along with organizational history with and capacity to carry out related tenant-

based assistance. Applicants will also be asked to describe how they plan to use HOME-ARP TBRA funds, including (1) the level of funding they request per year, and (2) for how many years they request these funds. HOME-ARP TBRA funding will be made available via a one-year contract that can be renewed based on acceptable performance and expenditure. Annual HOME-ARP funding for TBRA will remain at the 2024 level in subsequent years.

Preferences and Referral Methods:

Preferences:

HOME-ARP allows communities to create preferences among the QPs. Doing this prioritizes members of that QP for available housing units or enrollment in services. In some cases, this makes great sense, as with a nonprofit that has primarily served victims of domestic violence or unhoused persons.

The City submitted a HOME-ARP Allocation Plan in March 2023 for HUD review and acceptance in March 2023. The Plan noted that the City was not implementing any Preferences.

However, the City wants to invite project and program developers to design the best model possible, and thus invites applicants to incorporate preferences and methods of prioritization for the QP-eligible households they plan to serve. The City does not anticipate funding projects that propose Limitations among QPs.

Applicants should carefully read Section IV.C.1 in developing a compliant proposal. Additional HUD guidance on Preferences can be found on the HUD Exchange's [HOME-ARP page](#). Final project and program plans are subject to negotiation between the City and the applicant.

Referral Methods:

The Allocation Plan indicated that all projects would participate in the CoC's Coordinated Entry system, but here too the City wants to extend maximum flexibility.

Applicants are invited to propose implementing one of the Referral Methods outlined in Section IV.C.2 of the Notice. Additional HUD guidance on Referral Methods can be found on the HUD Exchange's [HOME-ARP page](#). Final project and program plans are subject to negotiation between the City and the applicant.

The City anticipates submitting a Substantial Amendment to the HOME-ARP Allocation Plan once all project design and funding awards are decided. This Amendment will also reflect agreed-upon changes related to Preferences and Referral Methods.

Recordkeeping Requirements

Applicants for City of Flint HOME-ARP funds should carefully read Section VIII of the HOME-ARP Notice, Program Administration.

Accepting federal funds obligates each organization to set up and maintain systems for detailed recordkeeping. This begins with gathering and organizing information about the QP eligibility for each household that applies for assistance. Once a household is found to be eligible, additional information related to the specific service – Rental Housing, TBRA, or Supportive Services – must also be collected and maintained. Examples of activity-specific records include rent levels and comparable rents in the area for TBRA, annual income for Rental Housing, and child care services provided to age-eligible children during the period of HOME-ARP Supportive Services assistance. If an approved HOME-ARP project or program establishes Preferences and Prioritization Methods, these will also be incorporated into recordkeeping requirements.

Depending on the Referral Method in use, a different local entity such as the CoC’s Coordinated Entry operator may have primary responsibility for QP eligibility determination and adherence to Preferences and Methods of Prioritization. In this case, that entity will be responsible to develop and maintain client files as well. Responsibilities for the CES operator, the City, and a HOME-ARP-funded project or program will be spelled out and codified in a Written Agreement that must be accepted by the City.

Staff involved in eligibility determination will assist applicant households in gathering needed documents, and will retain documentation in organized client files. The City will provide active training and oversight related to client record-keeping.

Proposal Evaluation Criteria

Applications for HOME-ARP that are considered complete will be evaluated by a team of City staff, using the following scoring framework:

Proposal Evaluation Criteria	Total Possible Points
1. <i>Understanding of the Scope of Work. Degree to which the Proposal demonstrates an understanding of the scope of work, familiarity with the tasks requested, and presents a well-thought out approach. Clear descriptions of any proposed Preferences and the proposed Referral Method are required for all applications.</i>	25 points
2. <i>Experience and Qualifications. The experience and qualifications of the project team as partially evidenced by the timely and successful completion of similar projects. Proposals will also be evaluated on experience with client-level recordkeeping.</i>	25 points
3. <i>Reasonableness of Budget. The budget proposed follows the format provided in the RFP, includes detail as requested of expenses by task and is reasonable and consistent with the proposed approach.</i>	10 points

Proposal Evaluation Criteria		Total Possible Points
4.	<i>Quality of Proposal. The degree to which the Proposer has demonstrated creativity and problem solving abilities in the project approach and in previous projects, and the quality of the overall presentation of the Proposal (both written and, in the interview, verbal if required). For Rental Housing Projects Only, evidence of readiness to proceed.</i>	20 points
5.	For Rental Projects Only. <i>MBE/WBE Participation. The degree to which the development team provides for minority- and women-owned business (MBE/WBE) participation and complies with equal opportunity and affirmative action requirements.</i>	10 points
6.	<i>Quality of References. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Proposer's competence with respect to the implementation of the project.</i>	10 points
Total Points Possible/Allocated		100

**All applicants can expect that applications will be subject to review by City of Flint staff and appointed advisory committee. All applications must meet HUD HOME-ARP federal requirements.*

HOME-ARP Program Regulations

Eligible Applicants

1. Applicants must be incorporated for-profit or non-profit entities to undertake affordable housing activities within the boundaries of the City of Flint.
2. Applicants must demonstrate financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet, and/or will be subject to other Federal requirements relative to the HOME-ARP program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and floor insurance. Federal requirements include those listed in Title 42, Chapter 130, and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.
4. Applicants must demonstrate to DCED's satisfaction that no City and/or County of Genesee tax arrearages or other fees or obligations payable to the City of Flint exist nor open letters of violation for property owned by the applicant and principals.
5. It is the policy of DCED, that all local Minority/Women Business Enterprises (M/WBEs) be encouraged to submit proposals. Locally owned M/WBEs are to be afforded the maximum

opportunity to participate as Applicants or Sub-Applicants in the provision of goods and services for HOME funded projects. DCED encourages the award of at least thirty percent (30%) of the total dollar value of this project directly or indirectly to M/WBEs. The Minority Business Enterprise Utilization Plan proposed for this project should be submitted as part of the HOME application.

6. Any person or subcontractor undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Applicant, must be approved by DCED prior to any such undertaking. In the event the Applicant desires to subcontract part of the work specified herein, the Applicant shall furnish with their proposal the names, qualifications, and experience of his/her proposed subcontractors. Subcontractors shall conform in all respects to the provisions specified for the Applicant. The Applicant shall, however, remain fully liable and responsible for the work done by their subcontractors. DCED may terminate the Contract if the subcontracting is done without prior approval.
7. A maximum of 10% of the project budget may be designated for a developer fee. Projects proposing a higher fee based on the regulations for other programs or contributing government lenders may be considered upon presentation of supporting documentation.

Reservations of the City:

1. The City reserves the right to accept or reject any or all proposals received.
2. The City has the right to seek additional information from organizations, especially those not previously funded by the City.
3. The City reserves the right to establish spending guidelines for all projects.
4. All funding decisions related to this RFP are subject to all applicable federal, state, and local laws and regulations, and the policies and procedures of the City of Flint
5. Applicants should be aware that this is a preliminary application/Request for Proposal and there will be a final requirement following recommendation and award of funding.

Applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements. As the Program Administrator for the City's HOME-ARP grant funds, the regulations provide that the Department of Community and Economic Development has the right to impose stronger requirements than those stated in these regulations. All proposals will be reviewed based on HUD Regulations and presented to the City-Wide Advisory Council (CWAC)/DCED for review.

The link below leads to the Requests for Proposal applications for the three HOME-ARP funding categories. Applicants can request funds through more than one HOME-ARP Activity by completing the applications for each area in which they seek funds.

<https://geneseehousing.org/funding>