



# HOME-ARP Non-Congregate Shelter Development Program Technical Assistance

*REQUEST FOR PROPOSALS - APPLICATIONS*

City of Milwaukee  
Community Development Grants Administration



# Technical Assistance Objectives

1.

Expectations and timeline of HOME-ARP Non-Congregate Shelter Development Program RFP application submissions.

2.

Define Non-Congregate Shelter Development Program RFP overall project financial feasibility.

3.

Provide a detailed explanation of HOME-ARP Qualifying Populations.

4.

Project completion standards and Federal Regulations.

# Non-Congregate Shelter Project Funding Requests Should...

*One or more buildings that provide private units or rooms as temporary shelter to individuals & families and does not require occupants to sign a lease or occupancy agreement. Each unit must have a private bathroom and shared spaces include kitchen/dining area and common space.*



**shared kitchen & dining**



**private unit with full bathroom**



**shared common space**

# The Non-Congregate Shelter Development Program Application

## DEVELOPMENT TEAM APPLICATION

### *CDGA Submission Expectations & Components*

- Application completeness, project eligibility, and site control.
- Financial feasibility and funding commitments that contain a realistic set of sources & uses through the development budget and pro-forma operating budget.
- Project readiness to proceed and Federal Regulations.

# CDGA NCS PROJECT READINESS


- HOME-ARP NCS deemed Acquisition Only must be operational within **6-months** of purchase.
- For HOME-ARP projects involving rehabilitation or new construction, with or without acquisition, the PJ may commit HOME-ARP funds if it reasonably expects development to begin within **12-months** of the date of commitment.

# NCS & Project Financial Feasibility

HOME-ARP NCS projects prior to awarding funds must:

- Requires the site owner(s) to 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 developmental teams are **required** to submit a plan for securing additional private, local, state, or Federal funding sufficient for successful operation of the project before funds can be committed.

# The Non-Congregate Shelter Pro Forma Budget Components



**Required Documents**

- Commitment Letters
- Site Control
- Utilities
- Lead Paint
- Physical Needs Assessment
- Scope of Work
- Operating Income



**Project Timeline**

- Site Acquisition
- Zoning Approval
- Environmental Clearance
- Site Engineering
- Secured Contracts



**Development Budget**

- Itemized cost for Acquisition
- Itemized Rehabilitation Costs
- Hard Costs
- Soft Costs
- Developer fees

# NCS Pro Forma Budget Expectations

- **Financial plans** that address current NCS project funding gaps, donations, other grants, special funds, capital fundraising campaigns and any committed funding for the project.
- **Financial plans** that forecast future Non-Congregate Shelter operational expenses based on other potential Federal funding sources such as (i.e. ESG or CDBG).
- **Financial plans** in the form of an operating pro forma from year **one** to year **ten** – NCS *Acquisition & Rehabilitation* project funding requests.

# Key NCS Pro Forma Budget Components

## Operating Expenses

- Direct or indirect financial interest the developmental team holds for maintenance, administration, utilities, taxes or insurance.

## Operating Income

- Non-Congregate Shelters cannot charge occupants rent or fees.
- Applicants must consider and declare all sources of operating income.

## Operating Pro Forma

- Years one (1) through ten (10)
- Forward-looking financial projection
- CDGA recognizes calculating leveraging funds complication, but a requirement of NCS projects to provide by developmental teams

## Supportive Services

- Anticipated costs of providing services to NCS occupants.

# 2026 NCS APPLICATION TIMELINE

**March 23<sup>rd</sup>** - NCS application invitations extended by CDGA

**March 30<sup>th</sup>** - NCS Program  
Technical Assistance Webinar

**April 13<sup>th</sup>** - NCS applications due to CDGA

**May**

Select NCS project applicants advance to city approval phase

**Summer**

NCS select projects reviewed and/or approved by City of Milwaukee Community Development Committee

# HOME-ARP Detailed Qualifying Populations



# HOME-ARP Definition

## QP1

**Note:** HOME-ARP QPs combine HUD's Homeless Definitions Categories 1-3 as Category 1

○ ***An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:***

### **Literally Homeless**

- ✓ A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping.
- ✓ Living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements.
- ✓ Exiting an institution where the person resided for 90 days or less.

### **Imminent Risk of Homelessness**

- ✓ Individual or family who will imminently lose their primary nighttime residence within 14-days of HOME-ARP assistance.
- ✓ No alternative residence identified.
- ✓ HH lacks resources to secure housing.

### **Homeless under other Federal Statutes**

- ✓ Unaccompanied youth under 25 years of age or families with children and youth who do not otherwise qualify as homeless
- ✓ Are defined as homeless under other federal statutes
- ✓ Have not had a lease or occupancy agreement in the last 60-days
- ✓ Have experienced persistent instability measured by two moves or more during the preceding 60-days
- ✓ **Can expect to continue in this status due to: health, disability, trauma history, or two or more barriers to employment.**

# HOME-ARP Definition

## QP2

### Individuals and Families

- ✓ Has income below 30% AMI and;
- ✓ Lacks sufficient resources to prevent immediate homelessness (as described in QP1) **and;**
- ✓ Meets **one** of the following conditions:
  - *Has moved because of economic reasons during last 60-days application for homeless prevention services*
  - *Is living in the home of another because of economic hardship*
  - *Has received notification in writing current occupancy will be terminated with 21-days after the date of application for assistance*
  - *Lives in a hotel or motel **not paid** by a charitable organization or entity for low income HHs*
  - *Lives in a SRO or efficiency with two or more persons – or in a larger housing unit where more than 1.5 people per room*
  - *HH is exiting public funding institution or system of care (health, mental, foster, youth or correction)*
  - *Or lives in housing characterized with instability and increase risk of homelessness defined by the PJs approved Consolidated Plan*

### Families with Children and Youth

- ✓ A child or youth who does not qualify as “homeless” under this section but qualifies as homeless under another Federal statute.

### Unaccompanied Children and Youth

- ✓ An unaccompanied youth who does not qualify as homeless under the homeless definition but qualifies as homeless under the McKinney-Vento Homeless Assistance Act – and the parent(s) or guardian of that child or youth – if living with them.

# HOME-ARP Definition

## QP3

**Overall Definition:** includes cases where an individual or family reasonably believes that there is a threat of imminent harm due to dangerous or life-threatening conditions related to violence against them, including a child in the family, **AND** that violence has taken place within their primary nighttime residence **OR** has made them afraid to return or remain at that nighttime residence.

### Domestic Violence

- ✓ A current or former spouse or intimate partner;
- ✓ A person with whom the victim shares a child;
- ✓ A person cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- ✓ A person who is considered a spouse according to the laws of the participating jurisdiction where HOME-ARP services are being provided;
- ✓ Any other person committing violence against a person who is protected under the domestic or family violence laws in that PJ .

### Dating Violence

- ✓ Persons who are or has been in a social relationship of a romantic or intimate nature with the victim, **AND**
- ✓ The existence of such a relationship is determined based on a consideration of the following factors:
  - ✓ The length of the relationship;
  - ✓ The type of relationship; and
  - ✓ The frequency of interaction between the persons involved.

### Sexual Assault

- ✓ Non-consensual sexual acts including when the victim lacks capacity to consent.

### Stalking

- ✓ Or engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for their safety or the safety of others;
  - or suffer emotional distress.

### Human Trafficking

- ✓ **Sex trafficking** means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act including a minor under 18 years of age.
- ✓ **Labor trafficking** means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

# HOME-ARP Definition

## QP4

**Overall Definition:** includes individuals and households who do not qualify for HOME-ARP assistance under any other QP definition but who meet one of the following criteria:

### “Other families requiring services or housing assistance to prevent homelessness”

- ✓ Defined as households who previously met criteria “homeless” as defined in 24 CFR 91.5
- ✓ **and** received time-limited assistance to become housed
- ✓ **and** are now in need of additional housing assistance or supportive services to avoid becoming “homeless” (as defined in 24 CFR 91.5) again.

### “Other populations with the greatest risk of housing instability”

- ✓ Has income below 30% AMI and;
- ✓ Lacks sufficient resources to prevent immediate homelessness (as described in QP1) **and**;
- ✓ Meets **one** of the following conditions:
  - *Has moved because of economic reasons during last 60-days application for homeless prevention services*
  - *Is living in the home of another because of economic hardship*
  - *Has received notification in writing current occupancy will be terminated with 21-days after the date of application for assistance*
  - *Lives in a hotel or motel **not paid** by a charitable organization or entity for low income HHs*
  - *Lives in a SRO or efficiency with two or more persons – or in a larger housing unit where more than 1.5 people per room*
  - *HH is exiting public funding institution or system of care (health, mental, foster, youth or correction)*
  - *Or lives in housing characterized with instability and increase risk of homelessness defined by the PJs approved Consolidated Plan*



# Continuum of Care & Current Coordinated Entry Process

*Successful Partnerships*



City  
of  
Milwaukee

COMMUNITY  
DEVELOPMENT GRANTS  
ADMINISTRATION

# Milwaukee Coalition on Housing & Homelessness CoC Partnership Process



MCHH  
Application

MCHH applicants will provide homelessness services to households experiencing homelessness.



Application Review &  
Membership

Evaluating applicants' availability of resources for the vulnerable populations.



MCHH  
Member Activities

Carry out the CoC Program Interim Rule including: PSH & RRH, TH, SSO, HMIS, and Homeless Prevention.

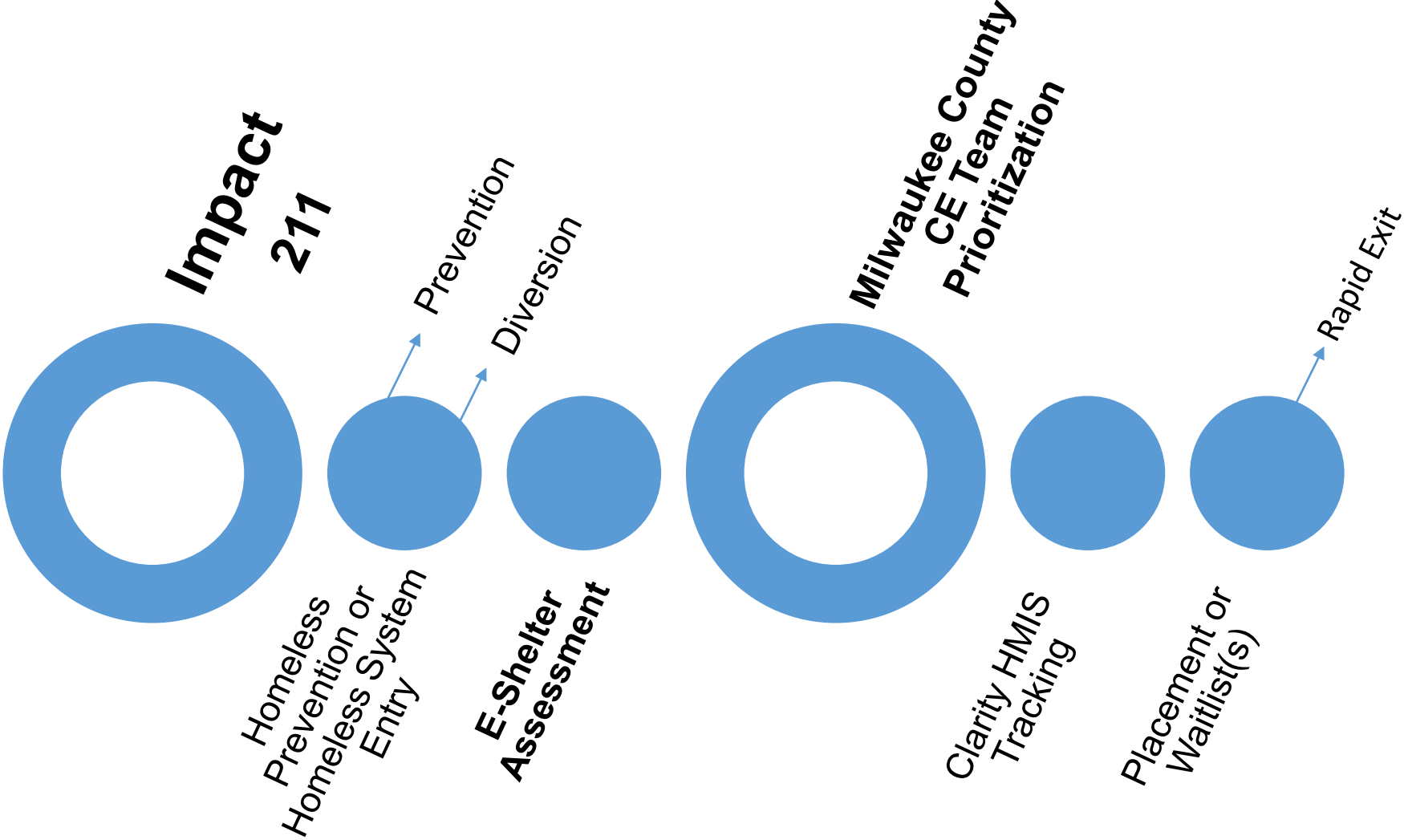


MCHH Member  
Reporting Standards

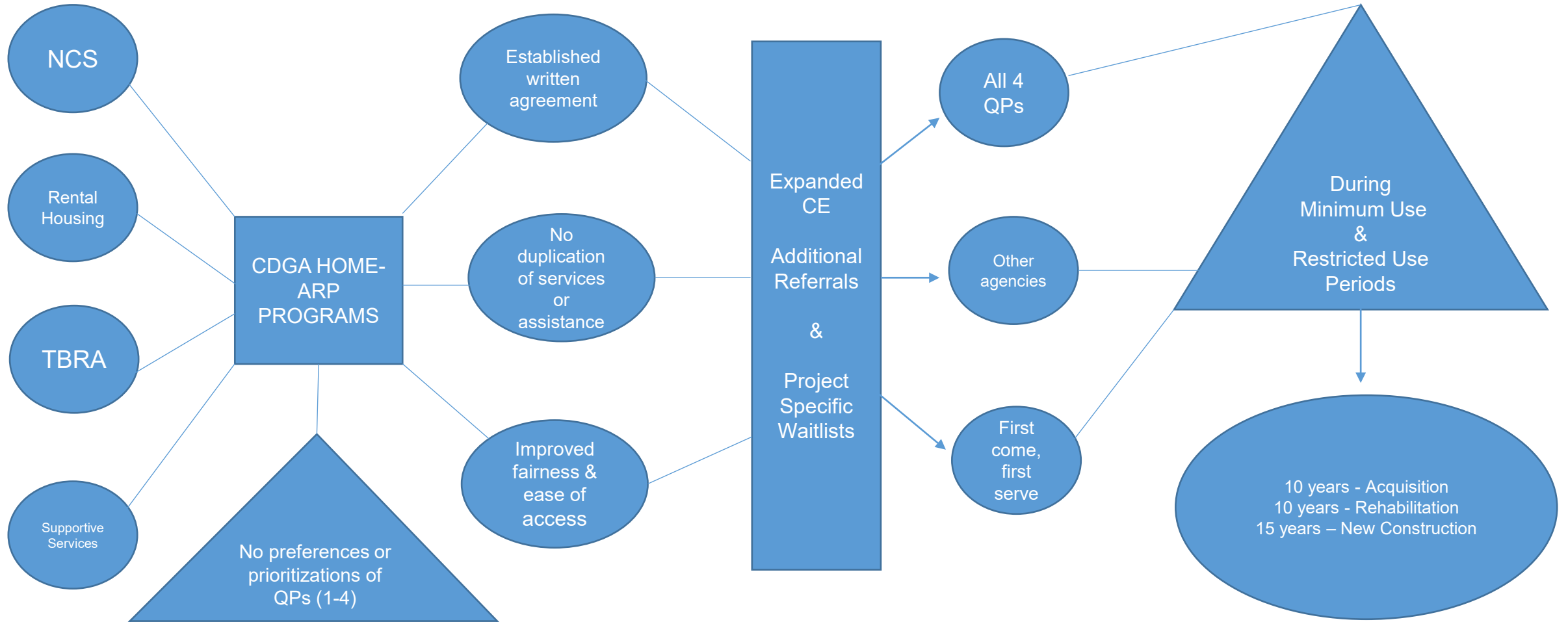
Members will...

- track project performance
- track all client data
- track housing outcomes
- Annually conduct internal (PIT) counts

# Current Milwaukee CoC Coordinated Entry Process



# HOME-ARP Expanded CE Process



# NCS PROJECTS SHELTER BEDS LOSS RULE

- Projects cannot displace, destroy, or convert existing emergency shelter beds for qualifying populations (QPs) without replacing them also known as the – **no net loss rule**.

- In addition, projects must demonstrate the operational capacity to provide supportive services for the NCS Qualifying Populations both during and following the minimum use period or the – **capacity requirement**.



# HOME-ARP & BABA

## Build America, Buy America Act (BABA)

**CPD Notice 2023-12....** identifies programs under Federal Community Development Programs (CPD) and activities that must comply with the Infrastructure Investments and Jobs Act to increase domestic manufacturing across the country also addressing HOME-ARP.

### CPD Notice 25-01

Federal funds for “pre and post disaster or emergency response” does not apply. CPD funds are administered for disaster or emergency-related purposes and therefore the BAP does not apply to:

**HOME Investment Partnerships American Rescue Plan Program (HOME-ARP)**

# HOME-ARP and Section 3

The *Section 3* program requires recipients of HUD funding to direct employment, training, and contracting opportunities to very-low and low-income individuals and the businesses that employ these persons within their community.

**Section 3** requirements apply to projects funded with HOME-ARP Investment Partnerships American Rescue Plan Program funds that exceed the **\$200,000** housing and community development financial assistance threshold involving housing rehabilitation or housing construction.

# NCS Conversion Considerations

## Type of Conversion

- Permanent Affordable Housing
- Continuum of Care (CoC) Permanent Housing
- Remain Original Designation as NCS

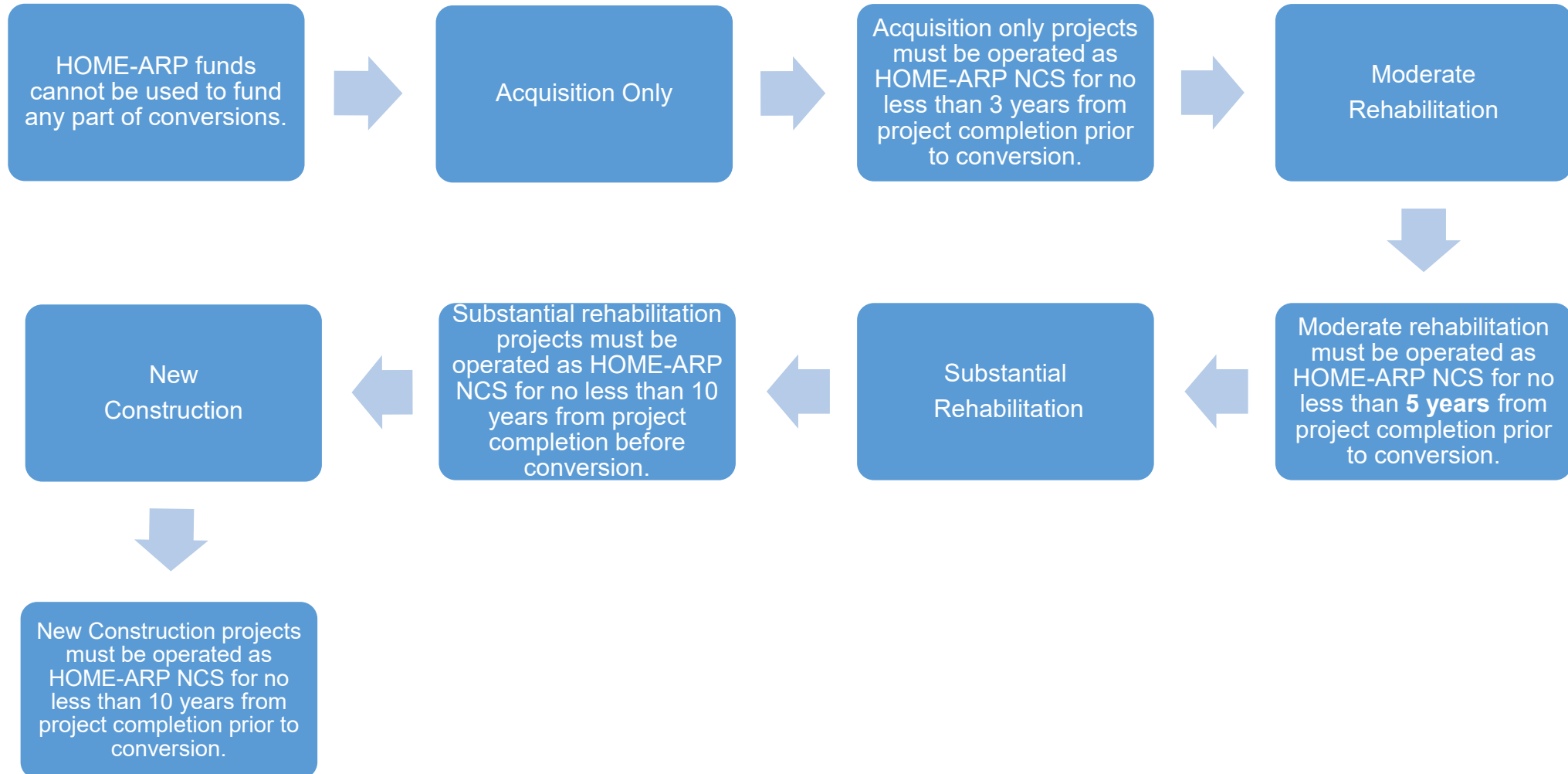
## Funding of Conversion

- Consideration components...
  - Equity
  - Debt
  - Grants
  - Operational transition costs

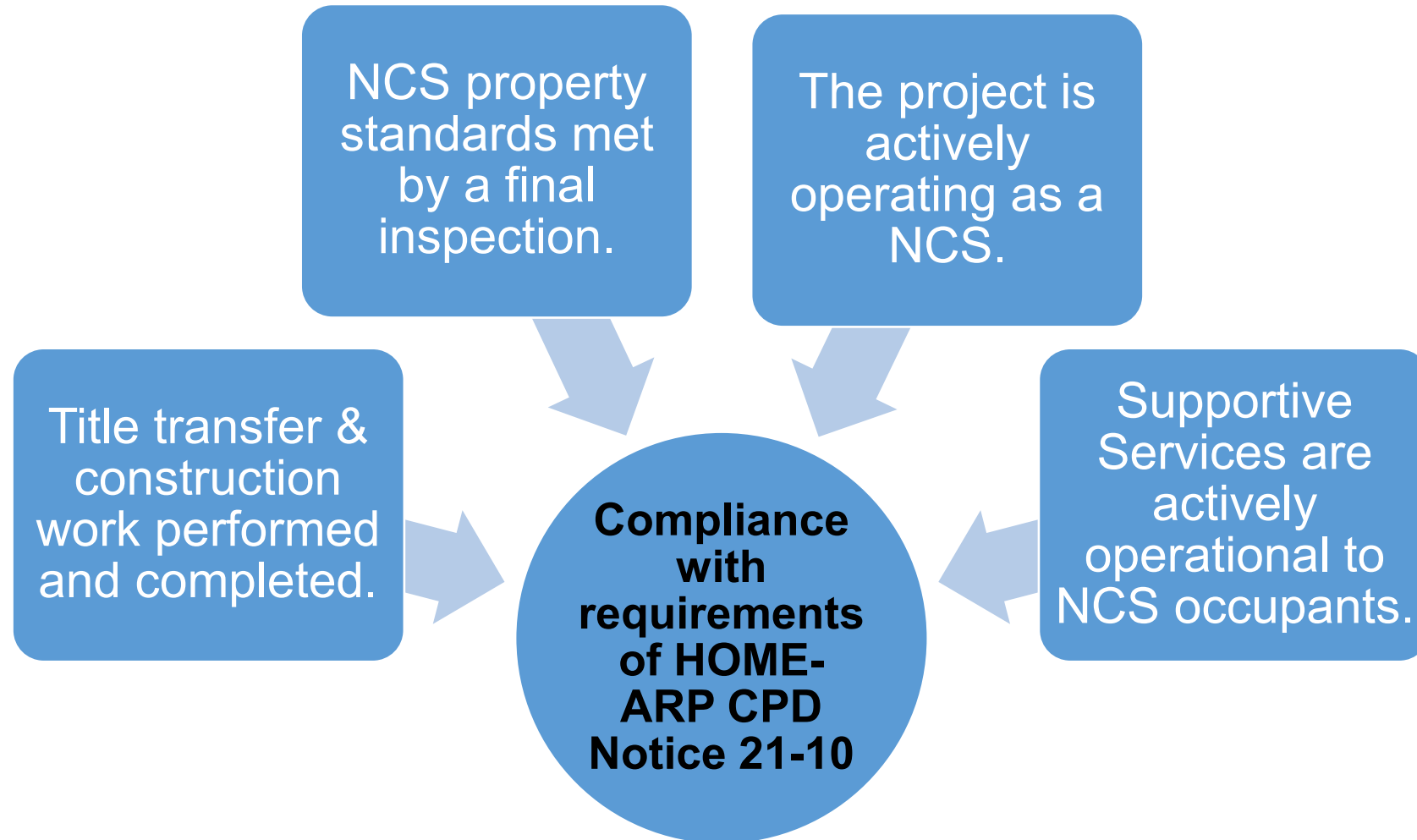
## Habitability Standards

- Units & Common areas must meet all applicable State and local codes including HUD's Lead Safe Housing Rules.
- Minimum property standards met by HUD adopted NSPIRE.

# NCS Conversion Federal Regulations



# NCS Project Completion Standards



# Developmental Team(s) Final Selection

*HOME ARP NCS Developmental Program Application Outcomes*

Application Approval

The application is CDGA **approved** and the developmental team will advance for approval by the city's Community & Economic Development Committee.

The application **is not** approved by CDGA and **will not** advance to the city's Community & Economic Development Committee.

Application Denial



# NCS Development Program RFP Application Questions

## Program Contacts

- I. **Mario Higgins, CDGA Director - [Mario.Higgins@milwaukee.gov](mailto:Mario.Higgins@milwaukee.gov)**
- II. **Rafael Acevedo, CDGA Grants Manager - [Rafael.Acevedo@milwaukee.gov](mailto:Rafael.Acevedo@milwaukee.gov)**
- III. **Danielle Golid, CDGA HOME-ARP Grant Monitor - [Danielle.Golid@milwaukee.gov](mailto:Danielle.Golid@milwaukee.gov)**

# Responding to Formal NCS RFP Application Questions

- **Send all inquiries to:**
  - [CDGAreports@milwaukee.gov](mailto:CDGAreports@milwaukee.gov)
  - Subject line must read: **“HOME-ARP NCS Questions”**
- **Response to inquiries:**
  - Within 5-business days concluding submission and/or request.

# THANK YOU!

*Please read all details for the Official Non-  
Congregate Shelter Development Program  
RFP Notice at:*

[https://city.milwaukee.gov/CDGA/Funding-  
Opportunities](https://city.milwaukee.gov/CDGA/Funding-Opportunities)

[CDGA NCS RFP Final PDF](#)