



HOME AMERICAN RESCUE PLAN (ARP)

Rehabilitation and Development (R&D) of Affordable Rental Housing Application

**CITY OF MILWAUKEE
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

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Funds Provided by the U.S. Department of Housing & Urban Development

HOME-ARP R&D AFFORDABLE RENTAL HOUSING PROGRAM OVERVIEW

Please refer to the HOME-ARP R&D Affordable Housing Request For Proposal (RFP) for complete details.

A. RFP Overview and Common Terms

The purpose of this Request for Proposal (“RFP”) is to solicit applications for the Rehabilitation and Development of Affordable Rental Housing through the federal HOME-ARP Program.

The City of Milwaukee - Community Development Grants Administration department seeks to expand the availability of quality affordable rental housing for which is outlined in the City of Milwaukee’s HOME-ARP Allocation Plan, in order to better serve Milwaukee residents at the greatest need for affordable housing. HOME-ARP funds must be used in accordance with the requirements in 24 CFR 92.213(a)-(c) and the City of Milwaukee CDGA’s Housing Production Guide.

This is a cost reimbursable grant. Construction should begin within 12 months of award. Project completion is required within two (2) years from date of award.

B. Eligible Activities

HOME-ARP funds may be used to rehabilitate or newly construct HOME-ARP Affordable Rental Housing to serve Qualifying Populations (QPs).

Eligible HOME-ARP Affordable 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.

C. Eligible Populations to Serve

Unlike the regular HOME Program, which targets HOME-assisted rental units based on tenant income, all HOME-ARP units will admit households **based only upon their status as qualifying households**. HOME-ARP funds may be used to 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 [HUD CPD Notice 21-10](#) (“qualifying households”).

D. Ineligible Activities

HOME-ARP may not be used for any of the prohibited activities, costs or fees in 24 CFR 92.214, as revised by the Appendix to [HUD CPD Notice 21-10](#).

E. Eligible Costs

The following are eligible costs under HOME-ARP Affordable Rental Housing through the City of Milwaukee:

- 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 (defined in 24 CFR 92.206(a)).

- Related soft costs including reasonable and necessary costs incurred by the project owner associated with the development or rehabilitation of HOME-APR rental housing (defined in 24 CFR 92.206(d)).

F. Eligible Applicants

Eligible applicants under this RFP must be a non-profit 501(c)3 social service organization that currently serves one or more of the HOME-ARP QPs with a minimum of three to five years. Be a developer who has or will establish partnerships with the Continuum of Care, Local Planning Body (LPB), local unit of government, and must also have experience successfully developing and operating real estate, such as single-room occupancies ("SROs"), permanent supportive housing, and/or affordable housing. Eligible applicants must be able to agree and comply with HUD defined housing requirements.

Applicants that do not have three to five years of real estate development experience must partner with an experienced affordable housing developer.

G. Eligible Project Size

There is no minimum or maximum allowable HOME-ARP Affordable Rental housing units. However, in accordance with the [Davis Bacon Act](#) all projects totaling (11) or more HOME ARP Affordable Rental Housing units must comply with Federal Labor Standards of the jurisdiction in which the project will operate. Community Development Grants Administration reserves the right to consider smaller projects upon request. Project proposals' unit count will be analyzed based on financial feasibility and proven community need. Project partners should consider their communities' needs and characteristics to ensure that a Project will be sized so as to provide a substantial impact on the needs of the area's QPs.

H. Minimum Compliance Period

HOME-ARP Affordable Rental Housing units must comply with HOME-ARP requirements (including but not limited to the selected HOME-ARP referral method and eligible populations to serve) during the Minimum Compliance Period established in HUD Notice CPD 21-10. For all HOME-ARP rental units irrespective of the amount of subsidy per unit or whether the units are rehabilitated, and/or newly constructed, the Required Use Period is 15 years.

APPLICATION PROCEDURES

Applications should be submitted electronically through CDGAreports@milwaukee.gov. Proposals will be reviewed on a rolling basis until all available allocation funds are awarded. CDGA application documentation will not be accepted in paper form.

Application Upload Instructions

1. All document submissions must be in PDF format.
2. Each attached file must clarify the project name, applicant name, and document type: (*Ex: Project Name_Applicant Name: Document Name*).
3. Submitted applications cannot be edited once submitted to CDGA.
4. Incomplete submissions will not be reviewed.

Application Submission Questions

To CDGAreports@milwaukee.gov with the subject line "HOME-ARP Affordable RH Questions."

Application Evaluation and Notification

CDGA will electronically issue the final evaluation and notification letter directly to the Applicant with the review outcome for the HOME-ARP Affordable Rental Housing Application. The final application evaluation notification letter will contain an overall outcome.

For applicants who are awarded, additional documentation will be required prior to executing a contract (written agreement) between the City and respective organization.

Successful applicants must be able to obtain insurance consistent with the City of Milwaukee Community Development Grants Administration policy.

Funding Decision

The actual decision to award funds is considered first by the City of Milwaukee Community and Economic Development Committee and forwarded to the Common Council and Mayor for final review and approval before the final submission to HUD. Funding recommendations by the CDGA staff are advisory to the Community and Economic Development Committee.

In addition, the Community and Economic Development Committee may designate a non-profit agency to act as a subrecipient in any manner it deems appropriate to carry out an eligible activity, per HUD Regulations 24CFR 570.200(f); 24 CFR Part 85; OMB Circular A-110.

NOTICES

The City of Milwaukee reserves the right to reject all proposals. Contract awards based on submitted proposals shall further be subject to receipt by the City of Milwaukee of sufficient community development entitlement funds from the U.S. Dept. of Housing and Urban Development. Should the availability of federal funds for this RFP be reduced, the City's Community & Economic Development Committee can modify and reduce either the subrecipient's award and/or the program year or both.

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application to obtain Federal funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

Faith-Based Organizations

Per the regulations of the U.S. Department of Housing & Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization.

Federal Non-Discrimination Provisions

Per the regulations of the U.S. Department of Housing & Urban Development, No person shall, on the grounds of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or part with Federal financial assistance.

DEFINITIONS

“Allocation Plan” – shall mean the Community Development Grants Administration’s submitted and HUD-approved HOME-ARP Allocation Plan, which shall dictate and guide its distribution of HOME-ARP funds under this RFP. HUD required an Allocation Plan to describe how each Participating Jurisdiction intends to distribute its HOME-ARP funds and how they will use these funds to address the needs of HOME-ARP qualifying populations.

“Applicant” – shall mean a duly formed, validly existing entity, organized under the laws of the State of Wisconsin, or any other State, that is applying for funds for a Project pursuant to this Request for Funding Application. The Applicant shall own or control the Owner of the Project. Project consultants and other like professionals shall not be considered as Applicants.

“Application” – shall mean an entire set of required and requested documents, in electronic form, as prescribed in this Request for Proposals and submitted by an applicant to the Community Development Grants Administration.

“Area Median Income” (“AMI”) – shall mean the median income of the county or the metropolitan statistical area in which the Project is located, adjusted for family size. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county.

“CDGA” – City of Milwaukee, Department of Administration— Community Development Grants Administration.

“Davis Bacon Act” – requires contractors and subcontractors working on federally funded or assisted construction projects to pay laborers and mechanics locally prevailing wages and fringe benefits.

“Emergency Solutions Grants Program” (“ESG Program”) – shall mean the federal grant program designed to assist people with quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG Program authorizes HUD to make grants to States, units of general-purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re- housing assistance.

“Environmental Assessment” – a study that identifies the environmental impact of a land development’s impact analyzed by a set of parameters including biodiversity, environmental justice, wetlands, air and water pollution, traffic, geotechnical risks, public safety, or hazardous substances.

“Expanded Coordinated Entry” (“CE”) – shall mean a centralized or coordinated process required for the CoC and ESG programs to coordinate program participant intake, assessment, and referrals within the CoC area. Under 24 CFR 578.3, HUD requires each CoC to establish and operate a standard CE system with the goals of increasing the efficiency of local crisis

response and improving fairness and ease of access to resources for eligible homeless and at-risk populations.

“Funding Agreement” – shall mean the document that outlines the terms and conditions of a funding award.

“HMIS” - Homeless Management Information System, a data collection system used to track information concerning individuals and families experiencing homelessness.

“HOME Investment Partnership Program” (“HOME”) – shall mean a federal block grant program created by the National Affordable Housing Act of 1990. Block grants are made to state and local governments, known as Participating Jurisdictions, who distribute the funds through local affordable housing programs, including loans or grants for rental housing. Participating Jurisdictions such as the CDGA make project awards and monitor project compliance throughout the affordability period.

“HOME-ARP” – shall mean the HOME Investment Partnerships American Rescue Plan Program, which provides funding to HOME Participating Jurisdictions to reduce homelessness and increase housing stability across the country.

“HUD” – U.S. Department of Housing & Urban Development.

“Identity of Interest” – shall mean the existence of any of the following conditions: (i) when one or more of the officers, directors, stockholders, members, or partners of the Owner is also an officer, director, stockholder, member, or partner of any other Participant; (ii) when any officer, director, stockholder, member or partner of the Owner has any financial interest whatsoever in any other Participant; (iii) when any Participant advances any funds or sells or donates property to the Owner; (iv) when any Participant provides and pays, on behalf of the Owner, the cost of any architectural services or engineering services other than those of a surveyor, general superintendent, or engineer employed by any other Participant in connection with its obligations under its contract with the Owner; or (v) when any Participant takes stock or any interest in the Owner entity, as part of the consideration to be paid.

“Milwaukee Continuum of Care (CoC)” – a consortium of housing, emergency shelter and supportive services providers working alongside community-based organizations and stakeholders to address homelessness in the community.

“Minimum Use Period” – shall mean the period of time HOME-ARP Affordable Rental Housing units must comply with HOME-ARP requirements. The minimum use period for HOME-ARP Affordable Rental Housing units is 15 years.

“Nonprofit” - a legal entity operating for social or charitable cause and not for financial gain.

“Owner” – shall mean the duly formed, validly existing, single purpose entity, organized under the laws of the State of Wisconsin, or any other state, that is awarded funds for a Project pursuant to this Request for Funding and which owns or will own the Project. The Owner shall be owned or controlled by the Applicant.

“Participant” – shall mean a member of the Project’s development team, including applicants, general contractor, architect, and/or property manager.

"Participating Jurisdiction" ("PJ") – shall mean the term given to any state, local government, or consortium that has been designated by HUD to administer a HOME Program.

"Project" – shall mean an existing or proposed qualified project which satisfies, or will satisfy, all of the requirements of this Request for funding.

"Qualifying Populations" ("QPs") – shall mean the individuals or families which HOME-ARP funds must be used to primarily benefit; detail definitions can be found at HUD Notice CPD 21-10.

"Referral Process" – shall mean the method used to identify the next individual or household to receive assistance after an initial assessment process that determines the individual or household is an eligible HOME-ARP Qualifying Population. Participating Jurisdictions are required to provide access to HOME-ARP projects and activities to all four HOME-ARP QPs through one or more of the referral methods described in HUD Notice CPD 21-10. All HOME-ARP Affordable Rental Housing units funded wholly or in part under this RFP must use the HOME-ARP Expanded Coordinated Entry processes.

"Site" – shall mean a parcel of land on which the Project will be developed, described by a unique legal description which will be encumbered by the Regulatory Agreement.

"State and Local Fiscal Recovery Funds" ("SLFRF") – shall mean the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program authorized by the American Rescue Plan Act ("ARPA"), which delivered \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

"Written Agreement" – shall mean a document that outlines the terms of the period during which a Project must comply OR shall mean a document that outlines terms of the period during which a program participant must comply with the occupancy restrictions (both income and rent) and amenities rules.

**HOME-ARP
R&D Affordable Rental Housing
APPLICATION**

Applicant Organization Name: _____

Applicant Organization Address: _____

City/State: _____ / _____ Zip code: _____

Contact Person: _____ Title _____

Contact Person's
Telephone Number: _____ Fax: _____ E-Mail: _____

Project Owner/Developer Name (IF DIFFERENT FROM APPLICANT): _____

Project Owner Contact Information:
Telephone Number: _____ Fax: _____ E-Mail: _____

Is applicant a 501 (C)(3) organization? Yes _____ No _____

Is applicant a faith-based organization? Yes _____ No _____

Federal Employer Identification Number _____

Executive Director: _____ Phone Number _____

Proposal submission(s) must be authorized and signed by an applicant's official of the Board of Directors.

Name and title of Board Official: _____

Signature of Board Official: _____

NOTICE:

A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

Project Information

Project Name: _____

Project Address: _____ **City** _____ **Zip** _____

Project Type (select one):

- ☐ Single-family or multi-family housing ☐ Permanent Housing
☐ Mixed-use development ☐ SRO units ☐ Manufactured housing

Construction Type (select one):

- ☐ New Construction ☐ Rehabilitation

Project Census Tract Number: _____

If you are unsure, search using [this link](#).

Number of HOME-ARP Affordable Rental Housing Units: _____

Note: After project completion, the total number of HOME-ARP Units must not be reduced for the entirety of the minimum use period (15 years).

Is any portion of an existing building currently occupied (residential or non-residential)?

- ☐ Yes ☐ No

If yes, the applicant must comply with the Uniform Relocation Act (URA) including required notices to occupants.

Were any buildings on site constructed prior to Jan. 1, 1978? ☐ Yes ☐ No

If yes, development of the building(s) must comply with the HUD Lead Rule at 24 CFR Part 35.

Project Cost Overview

Total Project/Development Cost: \$ _____

HOME-ARP Funding Amount Request: \$ _____

% of Total Development Cost: _____

Total Funds Per Unit: _____

Project Schedule

Activity

Scheduled Date

A. Site

Option/Contract

Environmental Clearance

Site Acquisition

Zoning Approval

Site Engineering

B. Financing – for the Financing Section, fill in all that apply.

1. Construction Loan

Closing

2. Permanent Loan

Closing

C. Acquisition Date

D. Plans and Specifications

E. Building Permits Received

F. Construction Begins

G. Construction Completion

H. Lease-Up

I. Project Completed

PROGRAM OVERVIEW

Provide a response to questions #1-6 in the provided spaces below.

1. **Project Description:** Please provide a project summary detailing the concept, total number of units, and type of housing. **750 Character Limit**

Response Here

2. **Qualifying Populations Served:** Please clearly identify the specific Qualifying Populations (QPs) to be served. Include any special needs populations, as applicable. Include the estimated number of households and/or persons to be served.
750 Character Limit

Response Here

3. **Units:** Describe the quantity of each type of unit and quantity per each unit size being applied for. Specifically, will there be units that are visitable? **750 Character Limit**

Response Here

4. **Community Impact:** Describe the goals of this development and the community impact in relation to the City's HOME-ARP Allocation Plan and city need. **750 Character Limit**

Response Here

5. **Outcomes:** Describe the supportive services and community resources made available to the units. Specifically, will there be on-site health, mental health, case management, and other community resources made available? If so, please provide the partner agencies and the level of frequency.

750 Character Limit

Response Here

6. **Development Team:** Describe the development team's specific experience in developing affordable rental housing and provide specific examples of successes. Include staff expertise. List all partners on the development team (Owner, Developer, Contractor, Architect, Management Company, Development, Service Providers).
750 Character Limit

Response Here

ATTACHMENTS

Submit attachments (1-3) in PDF format with the Application.

1. **Attachment A** (Submit as one single PDF document)
 - a. **Sources and Uses**
 - b. **Budget and Operating Pro Forma** (Use CDGA provided Excel template)
 - c. **Evidence of Sources** (executed acknowledgment letter(s) from all committed lender(s) and/or grantor(s)).
2. **Attachment B** (Submit as one single PDF document)
 - a. **Construction Site** (Site Plans and Renderings)
 - b. **Evidence of site control.** If a site has been identified, but not acquired, provide a clear description regarding how and when the site will be acquired.
 - c. **Proof of proper zoning.** If the site is not yet zoned accordingly, please provide a summary timeline for zoning approval.
3. **Attachment C** (Submit as one single PDF document)
 - a. **Physical Needs Assessment** completed by an architect or firm that is qualified to do so.
 - b. A **complete scope of work**, including for non-residential space.