

NYC Supportive Housing Request for Qualifications

RFQ issue date: July 3, 2013

Addendum 1 issue date: July 30, 2013

Contents of the Addendum

- A) Question and Answers – answers are provided to questions submitted in writing and at the Pre-submission Conference on July 24, 2013
- B) Contact Information – Contact Information is provided for those individuals who attended the Pre-submission Conference and indicated that they are willing to share their contact information.
- C) Slides presented at the Pre-submission Conference on July 24, 2013

A. Questions and Answers

Eligibility for Submission and Partnerships/Joint Ventures

Q: Are for-profit residential real estate developers eligible to apply under this program?

A: Lead applicant must be the not-for-profit organization. Not-for-profit organizations may partner with for-profit developers to submit Qualifications.

Q: Do I have to also be a property manager and/or social service provider to submit Qualifications?

A: Not-for-profit organizations should be the lead applicant. The not-for-profit organizations may partner with for-profit developers or social service providers to enhance application.

Q: Can a not-for-profit submit a proposal without a for-profit joint venture (JV) partner?

A: Yes. For many years, HPD's Supportive Housing Loan Program was exclusively available to not-for-profits and there are many not-for-profits with extensive supportive housing experience. However, this RFQ also creates an opportunity for not-for-profits who do not have such a lengthy development history to partner with for-profit developers to participate.

Q: Can a not-for-profit submit on its own and also submit an application with a for-profit as a joint venture?

A: No

Q: Can one not-for-profit apply with more than one for-profit developer?

A: No

Q: Can a for-profit developer submit on more than one team? For instance, can a single private developer partner with two separate not-for-profit entities, and be included on two separate RFQ responses?

A: Yes. The not-for-profit is the lead applicant.

Q: There have very successful supportive housing models where one not-for-profit organization is the joint venture partner in the ownership/development structure with the private developer and a different not-for-profit organization acts as just the support service provider. Would that be considered under this RFQ?

A: Joint ventures between not-for-profit organizations and for-profit developers are eligible to apply under this RFQ. The RFQ does not ask for specific descriptions of the legal structure of the joint venture. Details of the legal structure of a specific deal will be negotiated once a project team is matched to a site.

Q: If applying as a joint venture/partnership, should both entities fill out the development, management, and service experience forms?

A: Yes, if applicable. For the development experience forms (Form C-1 and Form C-2), for example, feel free to give us two separate forms. If entity has no experience in area of development, management, and/or service experience, the entity should indicate that and leave the form blank.

Q: Will you be looking for a JV agreement in the RFQ submission if a not-for-profit is partnering with a for-profit to submit?

A: No.

Q: How are the social service providers selected? Do they have to have contracts in place?

A: The purpose of the RFQ is to create a list of qualified supportive housing developers/ providers. You will either be qualified on the list or not qualified. You can partner with a developer to be qualified. You do not have to have an existing contract, but we will assess your capacity to get a service contract based on responses. We do not know what contracts will become available in the next year.

Q: Do you have any idea who has been awarded social service contracts and how many are available?

A: There are relatively few social service contracts available at this time. We expect the landscape to change significantly in the next several months/years, so we are evaluating a service provider's history and track record in addition to considering who has a contract at this time.

Ownership

Q: Will the ownership structure consist of the service provider as the HDFC giving a nominee agreement to the for profit developer?

A: We will discuss ownership structures on a case-by-case basis if sponsor is selected to develop a site. It is our expectation, however, that the not-for-profit will play an active role in the long term.

Q: In the case of a JV, can you explain the relationship with the not-for-profit. Will that dictate the split of the developer fee, ownership, etc.?

A: Not-for-profits historically develop and operate supportive housing. We think that there may be organizations that need to partner with a for-profit group to help bolster their development experience, but we are primarily evaluating the capacity of applicants to develop and operate supportive housing. That has historically been the not-for-profit. We are not asking respondents to disclose plans for splitting a developer fee or ownership interest.

Financing

Q: If we have our own site, would we be required to apply to this RFQ?

A: No. There are financing programs, including the Supportive Housing Loan Program, which will continue to operate on a rolling basis.

Q: Is financing going to be limited to the HPD Supportive Housing Loan Program? Does experience with HFA or other agencies matter?

A: No, financing will definitely not be limited to HPD SHLP. We ask about past funding for projects and request letters of reference to gauge relationships with other funders.

Q: What HPD financing programs will be used in connection with this initiative? Will it only be the supportive housing loan program or can the LIRP program be used, potentially in connection with the HDC LAMP program?

A: HPD is open to a variety of financing structures. These will be negotiated if sponsor is selected to develop a site.

Q: Will prevailing wages be required?

A: Some of the available financing sources require prevailing wages, but we are not asking for financing proposals at this time. Most of the Supportive Housing Loan Program money, at this point, would trigger prevailing wages, but you may use other financing sources do not trigger prevailing wages.

Q: Will the land mortgage (III D on page 9) be subordinate to both the construction and permanent mortgage? Will HPD provide any subsidy and mortgage funding; if yes, will they to be subordinate to any permanent mortgage?

A: At this time, we are only creating a list of Qualified Sponsors. Financing details will be negotiated on a case-by-case basis if Qualified Sponsor is selected to develop a site. We expect to develop over ten sites with sponsors selected through this RFQ. We are not asking for specific financing proposals at this time.

Q: Since NYCHA and HHC sites are not being disposed of for \$1, is the bid part of the RFQ?

A: No. We are just asking for Qualifications. If you are chosen for a site, the price will be negotiated with HPD, HHC and NYCHA.

Q: Can you explain what the price for NYCHA sites will be?

A: NYCHA would strongly suggest that you provide them with a price that reflects the Fair Market Value. If you do not, there will be a reversionary clause in the deed that makes the site revert back to NYCHA if the developer does not maintain affordability restrictions.

Q: In the last paragraph on page 9, it indicates that the NYCHA reversionary interest cannot be subordinated. On past NYCHA/HPD projects, banks involved in the financing have required certain provisions related to the NYCHA reverter as a condition to providing their financing. Will similar provisions be made going forward?

A: Yes, prior to making disposition applications, NYCHA will consult with HUD on fair market value appraisal as well as reverter or use agreement language.

Q: From HPD's perspective, is there any problem using these sites to consolidate existing supportive housing scattered site contracts?

A: That would be up to the social service agency funding the contract to determine whether that was something they wanted to do or not. However, all things being equal, we would hope that we could use these sites to create new supportive housing units.

Q: Are there incentives to working with the city, like a salary for not-for-profit workers?

A: Each specific financing program may permit developer fees, management fees or other payments. However, we are not at the point of financing negotiations yet for the purposes of applying to the RFQ. This RFQ is solely to solicit qualifications for supportive housing developers; no financing plans for specific development sites are being requested as part of this RFQ.

Q: Are there any incentive subsidies for ULURP, environmental, etc.?

A: We expect you to fund the ULURP and environmental processes in the standard way you fund development. Part of the reason we are doing an RFQ and not an RFP is that our developers have historically been not-for-profits and we did not want a hundred not-for-profits spending thousands of dollars on designs for one site. We are trying to limit the cost upfront.

Site Characteristics

Q: Will HPD sites also be made available [in addition to NYCHA and HHC sites]?

A: Yes.

Q: Will this be all new construction?

A: That is our expectation; the current sites are vacant lots. It is possible that we will have rehabs as well, but we expect the preponderance of sites to be vacant lots.

Q: Did you say that there was a maximum of ten available sites?

A: There will be approximately 10 sites; there is no maximum.

Q: Do you anticipate any of the sites being in Queens or Staten Island?

A: Sites will be in a variety of NYC neighborhoods.

Q: Is the City amenable to the idea of these properties being rezoned?

A: We are focusing on properties that are in residential zones and can accommodate a reasonable number of SHLP-sized units (50-100). Once we match sponsors to sites, we would see whether there was a need for rezoning.

Q: Will NYCHA and HHC sites go through ULURP?

A: No. Both agencies have a public disposition process, but not through ULURP. NYCHA is required to apply to HUD for disposition approval following HPD sign off on environmental assessment.

Populations/Housing Models

Q: Can you tell me if the definition of "supportive" includes seniors?

A: Supportive housing is housing for formerly homeless individuals or families with a disability. Seniors are often part of this population.

Q: What range of housing models will be developed under this initiative? Will projects that mix supportive housing for single adults with affordable housing for non-special needs families be allowed?

A: HPD is open to a variety of models and mixes. This RFQ is not asking for a design proposal or unit breakdown. Sites generally will accommodate between 50-100 studio units, but we will discuss unit breakdown if developer is matched to a site.

Q: Are you expecting that the selected qualified sponsor only develop studio apartments, or could the sponsor do one- and two-bedrooms?

A: We picked sites based on accommodation of at least 50 studio apartments, which is roughly the smallest size that we think makes sense for development of supportive housing. If in the future there are a substantial number of social service contracts available for families, then we would be amenable to developing other unit types.

Q: Could selected qualified sponsors also develop community space on these sites?

A: The RFQ is not asking for you to tell us what you would develop. Most of these sites are not of the size that could accommodate community space. We looked for sites that could accommodate a minimum of 50 studio units.

Q: Do you expect the split between Special Needs residents and non-referral units to be 60% special needs, 40% non-referral? How will that work with NYCYHA residents and HHC requirements for each site?

A: We do expect a 60%/40% split, but we are not negotiating the specifics right now. If a sponsor is selected for a NYCHA or HHC site, that will be a conversation after the selection occurs.

Evaluation of Qualifications

Q: Is there an actual point system that you are working on for grading the applications? Can you publish the point system?

A: HPD will use a scoring system to evaluate applications. As this is an RFQ, the 'point' system is pass/fail.

Q: Will NYCHA and HHC also get to select which sponsors are qualified?

A: NYCHA and HHC are also involved in the selection process. HPD will also ask other agencies, such as DHS or HRA, to weigh in and verify contract information and performance.

Q: Do you want us to have commitment letters and contracts in place, or do you want us to show relationships with funders?

A: If you have contracts, you should include that information. Most organizations do not at this time. The RFQ asks for your existing social service contracts and your past housing development funding sources.

Q: How much weight will be given to teams for experience of the architect?

A: The RFQ does not ask for applicants to identify an architect, so it will not be considered.

Q: Is there a bonus for being an MWBE firm?

A: There is no bonus in the evaluation process for MWBE firms that respond to this RFQ.

Process of Matching Qualified Sponsor to a Site

Q: Will Qualified Sponsors be able to choose which sites they want to develop?

A: No. HPD, NYCHA, and HHC will match Qualified Sponsors to sites.

Q: If developer is to be qualified, will they only be matched with a site in their existing catchment area?

A: All City-owned sites have to go through ULURP or a public process, so part of the evaluation would be an assessment of a Sponsor's ability to successfully complete the process in a particular neighborhood.

Q: Is there criteria to match a single developer to a site? Or are you going to choose more than one developer per site to compete?

A: At this point, we are at the pass/fail stage.

Q: Is matching to sites based on a points system? If not, how will you match?

A: No. If you are selected as a qualified sponsor, HPD, NYCHA, and HHC will match sponsors to sites based on a variety of criteria. We will match by looking at who has development history in the area, who at the time has a service contract (understanding that almost no one has a service contract at this point in time). It will also be based on what other funding sources become available and who has relationships with those funders. To date, HPD has done sole-sourcing of supportive housing units. Through this RFQ, we are trying to create more of a process around who is qualified to develop City-owned properties and create a pipeline of City-owned sites for future supportive housing development.

Q: How much time will we have once we are matched to a site to figure out feasibility?

A: Typically, our negotiation letters are effective for six months.

Timing Questions

Q: Will the decision be made this year under the current Mayoral administration?

A: We hope to create a list of qualified sponsors by the end of 2013. We also hope that we can match a couple sites before then as well. We do not expect that all of the sites will be matched by the end of 2013.

Q: Will you open this RFQ to another round of applications at a later date?

A: This is the first time that HPD has created an RFQ specifically for supportive housing; we do not know at this time whether there will be another one in the future.

Q: Once an agency is qualified, how long do they remain qualified?

A: Once an agency is qualified, they remain on the RFQ list until further notice. We expect that there will be many more qualified agencies than there are sites.

B. NYC Supportive Housing RFQ Pre-Submission Conference Attendees List

July 24, 2013, 2:00 PM

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C. Slides presented at the Pre-submission Conference on July 24, 2013

NYC SUPPORTIVE HOUSING REQUEST FOR QUALIFICATIONS



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AGENDA

- Important Dates
- Selection Process
- Qualification Requirements
- Questions and Answers

IMPORTANT DATES

July 24, 2013

Pre-Submission Conference

August 13, 2013

Questions due to
SupportiveHousingRFQ@hpd.nyc.gov

September 13, 2013

Qualifications Submission Deadline

SELECTION PROCESS – BACKGROUND

- Must be a not-for-profit with experience in supportive housing development to apply. Not-for-profits may also profit with for-profit developers.
- No sites will be identified. RFQ will only create list of Qualified Sponsors for sites that may become available for development.

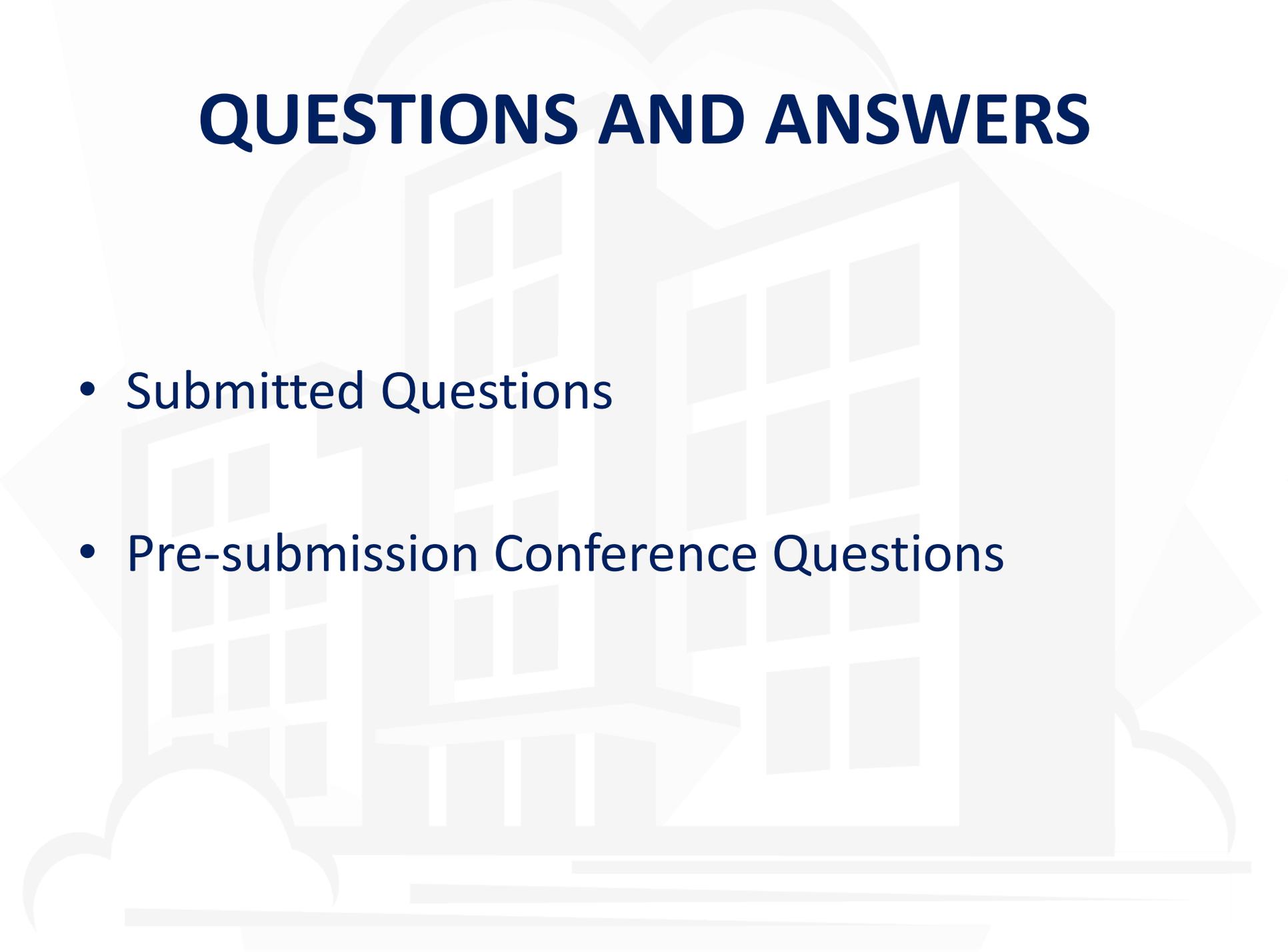
SELECTION PROCESS - STEPS

1. HPD will review applications and identify a list of Qualified Sponsors.
2. HPD, NYCHA, and HHC may then choose a Qualified Sponsor to develop a site.
 - Not all Qualified Sponsors will be matched to a site.
3. If a Qualified Sponsor is selected to develop a Site, the Sponsor must adhere to all requirements in *Section IV Obligations of Selected Qualified Sponsor* of the RFQ.
 - Includes meeting HPD Supportive Housing Loan Program Design Guidelines, going through ULURP, and doing community outreach.

QUALIFICATION REQUIREMENTS

- Completeness of RFQ Response
- Development Experience and Capacity
- Social Service Experience and Capacity
- Asset Management and Ownership Experience
- Community Involvement and Support
- Ability to Finance
- No Adverse Findings

QUESTIONS AND ANSWERS



- Submitted Questions
- Pre-submission Conference Questions