



**Office of Temporary
and Disability Assistance**

Joint Ventures: Know Your Worth

Bureau of Housing & Support Services (BHSS)

November 12, 2021

HHAP Overview

- HHAP provides capital grants and loans to nonprofits, charitable, and religious organizations to acquire, construct, or rehabilitate housing for persons who are homeless and are unable to secure adequate housing without special assistance.
- SFY 2021 Appropriation: **\$128 million**
 - \$5M set aside for projects serving persons with HIV/AIDS, \$5M for veterans' projects, and \$1M for emergency shelter repairs.

What Kind of Housing does HHAP Build?

- Permanent Supportive Housing
- Transitional Facilities
- Emergency Shelters

Magnolia House
Tompkins Community Action



- 14 units for families/ single adults with substance abuse issues in Ithaca
- HCR, HHAP, HUD

Basics of HHAP Funding

- HHAP is a capital program – services and operating costs are ineligible
- Prospective tenants must be homeless or imminently at-risk of homelessness
- Rents must be affordable to the residents (PA rate or up to 30% of tenant income)
- Supportive services, appropriate to the population, must be made available as an integral component of the project
- Projects must respond to an identified community housing need

Liberty Village
Concern for Independent Living



- 60 units for homeless veterans and their families in Suffolk County
- HCR, OMH, HHAP, FHLB, Suffolk County

Joint Ventures (JV)

1. Nonprofit/Nonprofit as Co-Developers
2. Nonprofit/Nonprofit as Developer & Support Services Provider
3. For-profit/Nonprofit as Co-Developers
4. For-profit Developer with Nonprofit as Support Service Provider *(not eligible for HHAP)*

Know Your Worth

What nonprofits bring to the development table:

- ✓ HHAP capital funding
- ✓ ESSHI operating funding for:
 - Support services, and
 - A rental subsidy
- ✓ An experienced support services provider to work with tenants.

Know Your Worth

What nonprofits should get from the JV:

- A role in the ownership structure (if so desired)
Nonprofit/Nonprofit
- Controlling interest in ownership structure (51%)
For-profit/Nonprofit (to be eligible for HHAP)
- Input into design considerations for the population to be served

Know Your Worth

Design considerations for Supportive Housing:

- Support service space
- Community space
- Security features

Remember: you are tied to the space for decades – make it work for you.

Know Your Worth

What nonprofits should expect:

- ✓ Open communication, trust & respect
- ✓ A clear understanding of respective roles and responsibilities, both during development and once the project is operational.

ESSHI Overview

- The State intends to develop a total of 20,000 units over a period of 15 years.
- The Empire State Supportive Housing Initiative (ESSHI) advances the goal of developing 1,400 units of supportive housing annually for persons identified as homeless with special needs, conditions or other life challenges.

Finger Lakes Area Counseling and Recovery Agency (FLACRA)



- 14 units of transitional and permanent housing for singles
- HHAP, FHLB
- ESSHI Operating

ESSHI – Eligible Target Populations

- Individuals who are both homeless **AND**:
 - SMI;
 - SUD;
 - Persons living with HIV or AIDS;
 - Victims/Survivors of domestic violence (DV);
 - Military service with disabilities (including veterans with other than honorable discharge);
 - Chronic homelessness as defined by HUD (including families, and individuals experiencing street homelessness or long-term shelter stays);
 - Youth/young adults who left foster care within the prior five years and who were in foster care at or over age 16;
 - Homeless young adults between 18 and 25 years old;
 - Reentry: Adults, youth or young adults reentering the community from prison or juvenile justice placement, particularly those with disabling conditions;
 - Frail Elderly/Senior: Individuals who are age 55 and older, enrolled in Medicaid, and has a documented chronic condition, or requires assistance with one or more activities of daily living or instrumental activities of daily living. Eligible persons are referred from a Skilled Nursing Facility (SNF), or street or shelter homelessness; and
 - Individuals with I/DD

ESSHI Brings:

- Up to \$25,000 per qualifying individual per year
 - This can include a rent subsidy up to Fair Market Rent
- Five-year renewable contract
 - No need to re-apply
- 2% annual increase
 - Built into contract

ESSHI Brings:

Support services appropriate to the population

- May include but are not limited to providing the following linkage and/ or direct services which are not funded through other mechanisms, such as Medicaid:
 - primary health services;
 - behavioral health services;
 - housing case management, including eviction prevention services and skills building around tenant responsibilities;
 - counseling and crisis intervention;
 - risk assessment/reduction and safety planning;
 - legal system and court assistance;
 - coordinating access to civil legal services including immigration, family, matrimonial, consumer and housing;
 - trauma-informed assessment and services;
 - public benefits management and advocacy with multiple systems engagement (CPS/ACS, DSS/HRA/DHS, OVS, etc.);
 - employment and vocational training and/or assistance;
 - educational assistance, including GED support;
 - parenting skills development and support;
 - Child-care assistance;

ESSHI Brings:

- direct provision of childcare services;
- children's services, including educational advocacy, support and counseling;
- pregnancy prevention, including counseling;
- family reunification and stabilization;
- life skills training and support;
- health education;
- transportation assistance for needed services/entitlements;
- building security services;
- information on other available services to meet clients' needs and referral as appropriate;
- social/recreational services;
- Homeless Management Information System (HMIS) expenses;
- transportation assistance for needed services/entitlements;
- other like services defined by the applicant and approved by the Contracting State Agency; and/or
- services or staff to assist eligible families, individuals and young adults in navigating the range of available housing and social service resources, identifying available housing opportunities, and completing housing applications, and documentation requirements

Freedom Commons
Syracuse Housing Authority & Center for Community Alternatives, Inc.
Syracuse, NY



13 units of HHAP permanent supportive housing for singles & families, 11 HHAP emergency shelter bed

JV Partner

For Profit – Norstar Development

Development Funding

HHAP MRT

HCR Housing Trust Fund and Low-
Income Housing Tax Credits

NYSERDA

Operating Funding – ESSHI

Contracting Agency – OTDA

Champlain Commons **Oswego County Opportunities** Scriba, NY



17 HHAP units of permanent supportive housing
for singles and families

JV Partner

For Profit – Cornerstone Group

Development Funding

HHAP

JP Morgan Chase

HCR Low-Income Housing Tax Credits

Operating Funding – ESSHI

Contracting Agency – OTDA

Ethel T. Chamberlin Residence
Housing Visions Consultants, Inc.
Syracuse, NY



17 HHAP units – 16 permanent
supportive units for single women
and 1 emergency unit (15 beds)

Development Funding

HHAP \$3,771,676 (of which
\$2,320,000 is HHAP MRT)

HCR HOME, Urban Initiative, Low-
Income and Historic Tax Credits

Operating Funding – ESSHI

Contracting Agency – OTDA

**ESSHI awardee is The Salvation Army*

Edwin's Place **Breaking Ground & African American Planning Commission (AAPC)** Brooklyn, NY



80 HHAP units of permanent supportive housing for homeless families

JV Partner

Nonprofit/ Nonprofit

Development Funding

HHAP - \$7,000,000

HFA Bond Financing, Low-Income
Housing Tax Credits and SHOP

NYC Housing Preservation and Development
Supportive Housing Loan Program (SHLP)

Operating Funding – NY/NY III

Support Service Provider – AAPC



Questions?



Procorem

1. What is Procorem?
 - I. Workcenters
2. Registering your agency.
3. Adding/changing who has access to your workcenter.
4. Community Workcenters
5. Submitting your Annual Report into Procorem.
 - I. Completing the Annual Report Attestation form.
6. Q&A

Procorem

- The user-based system that HHAP sponsors use to upload and maintain all required agency documentation
- Every agency is assigned a workcenter.
- There are also community workcenters that every sponsor can access.

What is a Workcenter?

- A contract specific “filing cabinet” that allows your agency to upload documents required by HHAP

The screenshot displays the Workcenter interface. At the top, a blue header bar contains the breadcrumb: Home / NYS OTDA Procurement Account for All Users / 2.1) Sample Agency - Your Agency Info Here. Below the header, the main area is titled "Files". On the left, there are "Sort" and "Filter" buttons. On the right, there are three buttons: "Upload Files" (green), "Create Folder" (blue), and "Actions" (blue). The file list shows two folders: "1) Development" (created 7 months ago by Constance Adsitt) and "2) Operational" (created 7 minutes ago by Elaine Houlihan). On the far right, there is a sidebar titled "Add Collaborator" with a list of users: Connie Adsitt (Contributor), Elaine Houlihan (Contributor), Heather Lombardo (Pending workcenter access), Matthew Ciulla (WorkCenter Owner), and Matthew Ciulla (Sponsor).

Workcenter Functions

- Procorem provides the ability to:
 - Download/upload forms
 - Communicate with project managers
 - Retain agency information from year-to-year
 - Future Usage of Procorem

Operational vs Development Folders

Home / NYS OTDA Procurement Account for All Users / 2.1) Sample Agency - Your Agency Info Here / 2) Operational

Files

Sort Filter Upload Files Create Folder Actions

...Up a level

- Agency and Project Documents
7 months ago on (Mar 13 2021) by Constance Adsitt
- Annual Reports and Correspondence
9 minutes ago on (Oct 12 2021) by Elaine Houlihan
- Correspondence
11 months ago on (Nov 03 2020) by Constance Adsitt
- FLA/FAA/Amendments
8 months ago on (Feb 20 2021) by Constance Adsitt
- Monitoring Documents and Correspondence
7 months ago on (Mar 13 2021) by Constance Adsitt

Home / NYS OTDA Procurement Account for All Users / 2.1) Sample Agency - Your Agency Info Here / 1) Development

Files

Sort Filter Upload Files Create Folder Actions

...Up a level

- Appendix B Documents
11 months ago on (Nov 03 2020) by Constance Adsitt
- Architect's Contracts
7 months ago on (Mar 13 2021) by Constance Adsitt
- Construction Kick Off Documents
8 months ago on (Feb 20 2021) by Constance Adsitt
- Construction Status Documents
8 months ago on (Feb 20 2021) by Constance Adsitt
- Establishment Phase Documents
11 months ago on (Nov 03 2020) by Constance Adsitt
- Final Award/Final Loan Documents
11 months ago on (Nov 03 2020) by Constance Adsitt
- GC's Contracts
7 months ago on (Mar 13 2021) by Constance Adsitt



Registration

To gain access to a workcenter in Procorem:

- Registration Form
 - » <https://otda.ny.gov/programs/housing/forms.asp>
- Procorem Mailbox
 - » BHSS-Procorem@otda.ny.gov



Procorem Registration Form



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

Sponsor's Procorem Registration Form

Organization's Name:

HHAC Contract Number:

HHID#:

Street Address 1:

Street Address 2:

City:

State:

Zip:

Organization's Housing Type

☐ Permanent Housing ☐ Transitional Housing ☐ Emergency Shelter
☐ Other

Delegated Administrators

First Name: Last Name:

Title:

Phone Number: Email Address:

First Name: Last Name:

Title:

Phone Number: Email Address:

Authorization

This section is to be completed by the Head of the Organization (i.e. Executive Director or comparable title). I hereby authorize the Delegated Administrators identified above to manage users within Procorem on behalf of my organization. I understand that my organization is solely responsible for all activities undertaken within Procorem by users associated with my organization.

Head of Organization's Name:

Title: Phone Number:

Email Address:

Signature: Date:



How to Submit your Annual Report (Cont.)



KATHY HOCHUL
Governor

Office of Temporary
and Disability Assistance

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

HHAP Annual Reporting Agency Review Threshold Form	
Date:	
Organization's Name:	
HHAC Contract Number:	
HHID #:	
Reporting Cycle:	
Fiscal Year Reporting on:	
The most current version of the following forms has been uploaded to Procorem:	
☐ Completed/Signed HHAP Annual Report	☐ Board of Directors form
☐ Management and Operating Plan	☐ Agency Handbook/Rules
☐ Current Fiscal Year Financials	☐ Water/Sewer Payments
☐ Liability Insurance	☐ Property Insurance
☐ Signed/Completed Budget to Actual	☐ Proof of Security Deposit Account
☐ Current Rent Roll	☐ FYE & Current Reserve Statements
☐ FYE & Current Rent Roll	
Below please provide an explanation for any documents listed above that have not been uploaded to Procorem in their most current version.	
Explanation:	
Below please provide a time frame for when you expect to provide any missing Annual Report documents to Procorem.	
Expected date:	
Authorization	
This section is to be completed by the Head of the Organization (i.e. Executive Director or comparable title). I hereby verify that by submitting this form that all required Annual Report documents have been uploaded to Procorem.	
Head of Organization's Name:	
Title:	
Phone Number:	
Email Address:	
Signature:	Date:

- Complete the HHAP Annual Report Review Confirmation form and email it to:

bhsannualreport@otda.ny.gov



Office of Temporary
and Disability Assistance

Procorem Workcenter Reminders

- All Registration Forms and Add/Change forms should be emailed to BHSS-Procorem@otda.ny.gov
- Do not upload documents with tenant names or identifying information.
- If the project is a confidential site, do not upload any documents containing the address, or redact that information.
- It's your Agency's responsibility to remove staff who are no longer employed from each workcenter in your portfolio (Add/Change form must be submitted).

Questions?



Thank You

Thank you for joining us today!

If you have additional questions about registering your agency for Procorem, you can contact us at BHSS-Procorem@otda.ny.gov.

