

City of Gastonia
Request for Proposals (RFP): HOME-ARP Non-Congregate Shelter
Property Acquisition & Development

The City of Gastonia is soliciting proposals for the acquisition and development of property to support the new construction or rehabilitation of a non-congregate shelter (NCS) serving individuals and families experiencing homelessness. Applicants must identify and secure a suitable site for the proposed facility as part of the proposal submission.

Who Should Apply

- For-profit, non-profit developers, public agencies or any organization that is capable of providing the services as outlined in the request for proposals;
- Public agencies with experience in property development and shelter management; and
- Firms experienced and knowledgeable of federal programs and reporting requirements

Background and Funding Information

On March 11, 2021, President Biden signed the American Rescue Plan (ARP). As part of this relief, Congress designated \$5 billion for homelessness assistance through the HOME Investment Partnerships Program-American Rescue Plan (HOME-ARP). Through a process of community engagement, the City of Gastonia identified a Non-Congregate Shelter (NCS) as a priority community need.

What Is a Non-Congregate Shelter?

A Non-Congregate Shelter is a housing facility that offers private rooms or units offering temporary shelter, each with its own bathroom, similar to a hotel or dormitory.

Target Populations

Projects must serve one or more of the following:

- Individuals or families who are homeless or at risk of homelessness
- Survivors fleeing domestic violence, sexual assault, or trafficking
- Households at greatest risk of housing instability

Deadline & Submission Information

To access the full Advertisement and RFP, visit the City of Gastonia website at <https://gastonianc.gov/doing-business/bids-rfps.html>. A pre-proposal conference is scheduled for *Wednesday, October 8, 2025, at 10:00 am*. The proposal submission deadline is *Wednesday, October 29, 2025, at 2:00 pm*. Submit proposals through the application portal at <https://tinyurl.com/j8ufhurf>. Late submissions will not be considered. The City reserves the right to reject any and all proposals.

1-C Wednesday, September 24, 2025

Danette Dye

Director of Housing and Community Engagement

City of Gastonia

PO Box 1748

Gastonia, NC 28053-1748

REQUEST FOR PROPOSALS (RFP)
HOME-ARP Non-Congregate Shelter (NCS) :
Property Acquisition & Development



Important Dates:

Date of Issuance	Wednesday, September 24, 2025
Pre-Proposal Conference	Wednesday, October 8, 2025 – 10 am
Deadline for Written Questions	Wednesday, October 15, 2025 – 2 pm (EST)
Q&A Posted to Website	Monday, October 20, 2025
Submission Deadline	Wednesday, October 29, 2025 – 2 pm (EST)

Issuer:

City of Gastonia
Housing and Community Engagement Department
150 S. York Street
Gastonia NC 28052

Submit all inquiries to:

Danette Dye
Director of Housing and Community Engagement
Email: Danette.Dye@gastonianc.gov

or

Zsuzsi Kadar
Affordable Housing and Unsheltered Population Coordinator
Email: Zsuzsi.Kadar@gastonianc.gov

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1.0 BACKGROUND

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) into law, which provided over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on economy, public health, state and local governments, and businesses.

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through the HOME Investment Partnerships Program (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:

- Development of affordable rental housing.
- Tenant-based rental assistance (TBRA).
- Provision of supportive services.
- Acquisition and development of non-congregate shelter units.

2.0 PURPOSE

The City of Gastonia invites proposals from for-profit developers, non-profit developers, and public agencies for the property acquisition and/or development of a new construction or rehabilitation of a non-congregate shelter (NCS) for persons experiencing homelessness.

3.0 WHAT IS A NON-CONGREGATE SHELTER?

NCS is defined as private units or rooms for temporary shelter, meaning each private room/unit must have their own toilet, including a bath and/or shower, smoke detector, and carbon monoxide detector. NCS does not require occupants to sign a lease or occupancy agreement.

NCS should be in areas where amenities are easily accessible to clients including public transportation (where applicable), hospitals, and/or clinics, schools, and grocery stores.

4.0 TARGET POPULATIONS

Please note that the shelter must serve individuals and families that meet one or more of the following qualifying populations:

- Homeless, as defined in 24 CFR 91.5 to include as an individual or family who lacks a fixed, regular residence, lives in a supervised public shelter; or exited an institution that he or she resided for 90 days or less.
- At-risk of Homelessness as defined in 24 CFR 91.5 to include an individual or family with an income of 30% or less and does not have sufficient resources or support networks; has moved because of economic reasons more two (2) or more times within

a 60-day period; lives in a hotel or lives in housing characterized by instability.

- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking as defined by HUD
- Other Populations (Other Families Requiring Services or Housing Assistance to Prevent Homelessness and Households at Greatest Risk of Instability)

5.0 FUNDING SOURCE

HOME Investment Partnerships Program (HOME) American Rescue Plan Act of 2021 (HOME- ARPA). Funds were allocated to the City of Gastonia and provides funds for housing development, homelessness assistance and supportive services. These funds will be used to benefit individuals and families who meet the criteria outlined as a qualifying population.

6.0 ESTIMATED AVAILABLE FUNDS

The City of Gastonia may offer up to \$2.4 million to a grantee or choose to award the total available funds to multiple grantees.

7.0 ELIGIBLE COSTS

Eligible costs for this RFP include:

- Project Costs: Acquisition, Demolition, Development, Financing, and Related Soft Costs.
- Site Improvements: Utility Connections, Onsite Management or Support Services Office, Community Facilities (i.e. Laundry).
- Replacement Reserves: Reserve to replace major systems (Structural Support, Roof, Plumbing, Electrical, HVAC, and Cladding Weatherproofing) during the restricted use period (10 years).

8.0 INELIGIBLE COSTS

Ineligible costs for this RFP include:

- Non-Congregate Shelter operations and supportive services are not eligible expenses within NCS funding.
- Costs to convert NCS units to permanent affordable housing following the minimum use period.
- Acquiring a property currently operating as an emergency shelter.

Other funding sources must be documented in the operating budget to support operations and supportive services

9.0 RESTRICTED USE PERIOD

NCS projects must comply with the below restricted use periods that begin at project completion. The restricted use period requirements will be imposed through a deed restriction restricting the use of the property. No change in use can occur during the restricted use period. NCS projects must serve the same population and must operate as

specified in the agreement.

- New Construction: 15 Years
- Rehabilitation: 10 Years
- Acquisition Only: 10 Years

10.0 OCCUPANCY FEES

Occupancy fees CANNOT be charged unless the City of Gastonia determines the fees are customary and reasonable.

11.0 PROPERTY STANDARDS

At project completion, the NCS units must meet all applicable property standards:

- State and Local Housing Codes
- Zoning Requirements
- Lead-Based Paint (24 CFR 35)
- Inspection: Minimum Housing Code of Housing Quality (HQS)
- 24 CFR 92.251

12.0 CONVERSION REQUIREMENTS

Conversion may occur at the end of the compliance period - 10 or 15 years. The conversion decision must be made prior to and specified in the written agreement. Units must operate at NCS for the compliance period. No HOME-ARK may be used for conversion.

13.0 CONVERSION OPTIONS

OPTION	DESCRIPTION
Option 1: Remain as Non-Congregate Shelter	Written Agreement: Remain as HOME-ARP Non-Congregate Shelter (NCS)
Option 2: Emergency Solutions Grant (ESG) Non-Congregate Shelter (NCS)	Written Agreement: Use as Non-congregate Emergency Shelter under ESG Program <ul style="list-style-type: none">• Use ESG Funds & comply with all ESG
Option 3: Continuum-of-Care Permanent Housing	Written Agreement: Converted to Permanent Housing Under McKinney-Vento <ul style="list-style-type: none">• Must serve eligible CoC
Option 4: Permanent Affordable Housing	Written Agreement: Collect Demographic Data for Each Household <ul style="list-style-type: none">• May serve a different population• CANNOT receive additional ARP funds

14.0 OTHER REQUIREMENTS

- Eligible applicants include for-profit developers, non-profit developers, and public agencies with experience and knowledge in property acquisition and/or development of a new construction or rehabilitation, and management of a non-congregate facility.
- Applicants should have key individuals who are experienced with Federal programs and reporting requirements
- NCS funding is structured as a COST REIMBURSEMENT GRANT.
- No costs incurred prior to approval and execution of a written grant agreement will be reimbursed.
- HOME-ARP funds are intended to be the last dollars into an eligible project, meaning the applicant is strongly encouraged to secure the majority of funds prior to securing HOME- ARP funds.
- An environment review of the NCS site will be required prior to the distribution of funding; such a review will be conducted by the developer's selected environmental consulting firm on behalf of the City of Gastonia and with city staff approval.
- Purchases, owns, or has access to property that meets [The City of Gastonia Sitting Requirements] and must maintain site control by the grantee for the minimum period from the date of the final payment and be used for the same purpose expressed in your application and/or contract for this RFP; and
- Interested and/or experience developing property and setting up non-congregate shelter options much as modular, pods, pallets, or tiny house dwellings.

15.0 APPLICATION AND EVALUATION

Proposals should include information as noted in this section. Staff will review all proposals and evaluate on a scoring system of each category.

15.1.1 Organizational Capacity & Experience (Maximum points: 25)

- ❖ Proven track record in development to include new construction and/or rehabilitation
- ❖ Proven track record in managing shelters or transitional housing.
- ❖ At least 5 years of experience operating emergency or supportive housing programs.
- ❖ Staff qualifications and organizational structure.
- ❖ Availability procure funding to leverage HOME-ARP funds
- ❖ Development staff with key individuals who are experienced with Federal programs and reporting requirements
- ❖ Experience in managing both facilities and/or programs for the specified population

15.1.2 Project Readiness (Maximum points: 20)

- ❖ Ability to acquire and rehabilitate property quickly.
- ❖ Clear timeline and milestones for development.
- ❖ Environmental review readiness and zoning compliance.

15.1.3 Property Suitability (Maximum points: 20)

- ❖ Location accessibility (near public transit, healthcare, schools, grocery stores).
- ❖ Private units with individual bathrooms (no shared facilities).
- ❖ Safety features like smoke and carbon monoxide detectors.

15.1.4 Financial Feasibility (Maximum points: 25)

Detailed budget including acquisition, rehab, and site improvement costs.

- ❖ Documentation of other funding sources for operations and services (since NCS funds often exclude these).
- ❖ Capital Needs Assessment for long-term sustainability.

15.1.5 Mission Alignment (Maximum points: 5)

- ❖ Alignment with the goals of the funding agency (e.g., reducing homelessness, serving vulnerable populations).
- ❖ Plans for long-term use, such as conversion to permanent affordable housing after the shelter period.

15.1.6 Compliance & Regulatory Adherence (Maximum points: 5)

- ❖ Adherence to HUD definitions for target populations (e.g., homeless, at-risk, fleeing domestic violence).
- ❖ Compliance with local building codes and federal regulations (e.g., Davis-Bacon for projects with more than 11 units).

16.0 REPORTING REQUIREMENTS

From the time of the written agreement through the period of affordability, the selected proposer must comply with all federal reporting requirements as outlined at [24 CFR Part 92](#), [24 CFR Part 35](#) and [2 CFR Part 200](#), CPD Notices [21-10](#) and [22-13](#), and the [Gastonia HOME-ARP Allocation Plan](#).

16.1.1 Federal Requirements

- ❖ Must comply with all applicable federal requirements to include but not limited to Section 3, Davis Bacon.
- ❖ Subject to intermittent inspections during construction
- ❖ Submittal of all invoicing, change orders and related financial reports

16.1.2 Documentation of Qualifying Populations (QP)

Provide the City of Gastonia with records verifying that beneficiaries meet the definition of a qualifying population at the time of admission.

Includes homeless, at-risk, fleeing domestic violence, and other vulnerable groups.

16.1.3 Unit Conversion and Replacement Reserves

Provide updated information as required for federal compliance

17.0 CONFLICT OF INTEREST

The Proposer must affirm that, to the best of its knowledge, no employee, officer, or agent of the Contractor has any actual or potential conflict of interest related to this transaction or Agreement. The Proposer agrees to promptly disclose in writing any situation that may create a conflict of interest prior to or during the term of this Agreement.

18.0 RFP TIMELINE

The project timeline is outlined below and is subject to change.

	Date	Proposed Action
VETTING AND QUALIFICATION PROCESS	09/24/2025	Release RFP for Development, Construction and Management Services
	10/08/2025	Pre-Proposal Conference
	10/15/2025	Question Deadline @ 2:00 PM EST – No questions accepted after this date
	10/20/2025	Questions Posted to website https://gastonianc.gov
	10/29/2025	Proposals/Bids Due
	11/12/2025	Finalize Internal Staff Review
	11/17/2025	Notify Selected Proposer
	12/05/2025	Facilities Committee – Review of Project Site and Central City Revitalization Housing and Community Engagement Committee – Approval of Developer
	12/16/2025	City Council-Approval to move forward with Developer
DEVELOPMENT AND CONSTRUCTION (OR REHABILITATION)	12/17/2025	Developer Due Diligence Period for Site Review and Begin HUD Environmental Review (Phase I Environmental Site (Assessment/Environmental Assessment-estimated 3- 6 months)
	04/13/2026	Submit EA to HUD for comment period and approval
	STOP!	No funds may be expended on development costs until this process is complete
	05/01/2026	HUD Release of Funds(estimated 15-30 days)
	05/04/2026	Written Agreement preparation (estimated: 15 days)
	05/26/2026	Central City Revitalization Housing and Community Engagement Committee- Developer Agreement Approval
	06/02/2026	City Council-Developer Agreement Approval
	08/13/2026	Developer preparation to include permitting and related processes (anticipated 30-45 days)
	09/29/2027	Construction Start: Notice to Proceed (anticipated 9–12-month process)
	03/15/2027	Begin campaign for operation funds (Note: No administrative operating funds included; funds cover only construction -capital improvement)
	04/01/2027	Begin Coordinated Entry process for facility
	05/15/2027	Final inspections and complete HUD-required processes
	07/30/2027	Issuance of Certificate of Occupancy (CO)
OPERATION, MONITORING AND CONVERSION	09/15/2027	Facility Opens for Operation
	09/15/2028	Annual Monitoring of Facility/Operations
	09/30/2030	STOP! HUD expenditure deadline
	08/15/2038	Conversion Option

19.0 QUESTIONS/INQUIRIES

A pre-proposal conference is scheduled for Wednesday, October 8, 2025 at 10:00 am EST. The conference will allow attendees the opportunity to review the RFP and ask questions. All questions and responses will be posted to the City of Gastonia website, <https://gastonianc.gov> on the Bids and RFP page. No questions will be accepted ten (10) days before proposals are due.

PRE-PROPOSAL CONFERENCE DETAILS	
Date	Wednesday, October 8, 2025
Time	10:00 am EST
Platform	Webex (https://webex.com)
Registration Link	https://tinyurl.com/5a6kyv59
Issues contact	Danette Dye, at Danette.Dye@gastonianc.gov or (704) 866-6758 Zsuzsi Kadar at Zsuzsi.Kadar@gastonianc.gov or (704) 866-6745

QUESTION SUBMISSION PORTAL	
Question Deadline	Wednesday, October 15, 2025 – 2:00 PM EST
Q&A Posted	Monday, October 20, 2025
Posting Location	https://gastonianc.gov/doing-business/bids-rfps.html
Question Portal Address	https://tinyurl.com/49mj37s3
Issues contact	Danette Dye, at Danette.Dye@gastonianc.gov or (704) 866-6758 Zsuzsi Kadar at Zsuzsi.Kadar@gastonianc.gov or (704) 866-6745.

20.0 SUBMITTAL DEADLINE

All proposals must be received by **2:00 pm EST on Wednesday, October 29, 2025**. **Late proposals will not be considered.**

20.1.1 Submission Instructions via Seamlessdocs

All proposals for the Non-Congregate Shelter (NCS) Grant must be submitted electronically through the City of Gastonia's SeamlessDocs portal at <https://tinyurl.com/j8ufhurf>.

20.1.2 Submission Portal

APPLICATION SUBMISSION PORTAL	
Application Deadline	Wednesday, October 29, 2025 – 2:00 PM EST
Application Portal Address	https://tinyurl.com/j8ufhurf
Issues contact	Danette Dye, at Danette.Dye@gastonianc.gov or (704) 866-6758 Zsuzsi Kadar at Zsuzsi.Kadar@gastonianc.gov or (704) 866-6745.

20.1.3 Required Documents

Applicants must upload the following materials as part of their submission:

- Completed application form
- Narrative statement with a maximum of 15-pages outlining the project to include description of site, site control, budget and funding sources, project timeline, organization personnel and any other relevant project details.
Narrative should be a 12-point font with one-inch margins.
- Proof of site control or property acquisition plan
- Development budget and funding sources
- Project timeline
- Organizational qualifications and key personnel bios
- Environmental review documentation (if available)
- Any additional supporting documents relevant to the proposal

20.1.3 Important Notes

- All documents must be submitted in PDF format unless otherwise specified.
- You may save your progress and return to complete the application before the deadline.
- Late or incomplete submissions will not be considered.
- For technical assistance with the SeamlessDocs portal, see contact below.

21.0 ADDITIONAL RESOURCES

HOME ARP FAQ	https://www.hudexchange.info/resource/6544/home-arp-faqs/
HOME ARP Laws, Regulations and Notices	https://www.hudexchange.info/programs/home-arp/laws-regulations-and-notice/
HOME-ARP NCS: Eligible Costs	https://www.hudexchange.info/news/home-arp-non-congregate-shelters-eligible-costs-handout/
HOME-ARP Referral Methods and Coordinated Entry	https://www.hudexchange.info/resource/6898/home-arp-referral-methods-and-coordinated-entry-resources/

22.0 RIGHT OF REFUSAL

The City of Gastonia reserves the right to reject any and all proposals