City of Pawtucket, Rhode Island

HOME-ARP Non-Congregate Shelter (NCS) Acquisition/Development

Release Date: August 27, 2025

# Overview

The City of Pawtucket is soliciting proposals from qualified firms, developers, or contractors to create Non-Congregate Shelter (NCS) for Pawtucket residents. The City has $353,500 in HOME-ARP funds available for the acquisition and/or development of NCS for individuals and families meeting one of the Qualifying Populations defined in the Office of Community Planning and Development (CPD) Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program (“the Notice”).

NCS provides private units or rooms as temporary shelter and does not require occupants to sign a lease or occupancy agreement. Projects may involve the construction of new structures or the acquisition/rehabilitation of existing facilities (e.g., motels, nursing homes) for use as HOME-ARP NCS.

# Qualifying Populations

Projects must serve one or more of the following HOME-ARP qualifying populations:

- Individuals or families experiencing homelessness (per 24 CFR 91.5)  
- Individuals or families at risk of homelessness  
- Individuals or families fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking  
- Individuals or families at greatest risk of housing instability

# Eligible Activities and Costs

**Eligible Activities**- Acquisition, rehabilitation, or construction of NCS units to serve qualifying populations

**Eligible Costs**- Acquisition Costs: Purchase of improved or unimproved real property for use as NCS  
- Demolition Costs: Removal of existing structures to prepare for NCS development  
- Development Hard Costs: Rehabilitation or new construction to meet HOME-ARP minimum habitability standards, site improvements, utility connections, laundry facilities, community facilities, on-site management, or supportive service offices  
- Related Soft Costs: Financing, acquisition, and development costs associated with **HOME-ARP NCS**- Replacement Reserve: Capitalizing reserves to replace major systems/components

**Ineligible Costs**- Ongoing operating costs of NCS  
- Conversion of NCS to housing using HOME-ARP funds

# Admission and Occupancy

- Only qualifying populations may occupy HOME-ARP NCS units  
- No occupancy fees unless customary, reasonable, and compliant with 24 CFR 578.77(b)  
- PJs are encouraged to integrate NCS units into the local Coordinated Entry (CE) system, if CE meets HOME-ARP requirements  
- HOME-ARP supportive services may be provided to qualifying populations served by the NCS

# Project Requirements

- Property Standards: Must meet all applicable State/local codes and HUD Lead Safe Housing Rules (24 CFR Part 35) upon completion  
- Restricted Use Period:  
 • New Construction – 15 years  
 • Rehabilitation – 10 years  
 • Acquisition Only – 10 years  
- Permitted Uses: Must remain NCS for the restricted use period or operate under the Emergency Shelter Grant (ESG) program  
- Conversion to Housing: Allowed only after meeting minimum use period; must follow Notice requirements and receive PJ written approval

# City Management and Oversight

- Financial Feasibility: City will ensure the project is financially viable before awarding funds  
- Operating Costs: Must be funded from other sources (HOME-ARP cannot cover operating expenses)  
- Future Conversion Considerations: PJs should evaluate design needs if eventual conversion to housing is planned

# Proposal Requirements

Proposals must be no more than 20 double-spaced pages (including attachments and budget) and include:  
1. Organization Background & Qualifications  
2. Project Description (including eligible activities and target population)  
3. Site Information & Development Plan  
4. Timeline & Milestones  
5. Budget & Narrative (itemized by eligible cost category)  
6. Evidence of Site Control or Acquisition Plan  
7. Compliance Plan for HUD/State/Local Codes

# Submission Details

Deadline for Submission:  
**September 29, 2025**, at 4:00 PM (Late applications will not be considered)  
  
**Mail or Deliver to:**Mark E. Goudreau  
Community Development Program Manager  
Pawtucket City Hall  
137 Roosevelt Avenue  
Pawtucket, RI 02860

[mgoudreau@pawtucketri.gov](mailto:mgoudreau@pawtucketri.gov)

# Informational Session / Questions

An optional informational workshop will be held on **September 4, 2025, 5:00PM**.   
Submit questions to:  
[mgoudreau@pawtucketri.gov](mailto:mgoudreau@pawtucketri.gov)

# Award and Contracting

Selected projects will enter contractual negotiations within two weeks of award. Once approved by the City’s Board of Contracts, funds will be available approximately 4–6 weeks after agreement signing.  
The City reserves the right to:  
- Request additional information  
- Reject any or all proposals  
- Award partial funding  
- Negotiate scope and budget with selected applicants