

NYS Access to Home & RESTORE

Agenda

Summary of Programs

- Overview of Programs
- Eligible Activities

Application Process

- Preparing to Apply to Access to Home and RESTORE Programs
- Scoring Criteria
- The Application Process
- Preparing a Strong Application

Application Tips

- What is Community Development Online (CDOL)?
- Getting Started with CDOL
- CDOL Tips
- Questions on the Access to Home & RESTORE Programs



Summary of Programs

An Overview of Access to Home & RESTORE

- **Access to Home** was created in 2005 to provide resources and Technical Assistance (TA) to assist renters and property owners to make dwelling units accessible for low- and moderate-income persons with disabilities. Article 25 of the NYS Private Housing Finance Law formally establishes the Access to Home Program in statute.
- **Residential Emergency Services to Offer (HOME) Repairs to the Elderly (RESTORE)** was created in Fiscal Year 1987 by the NYS Aid to Localities bill. Initially part of HOPE, it was created to allow Local Program Administrators (LPAs) to respond in a timely fashion to emergency situations involving elderly homeowners.
- Both Access to Homes and RESTORE are administered by the Office of Community Renewal under the direction of The Housing Trust Fund Corporation.

Access to Home Program Summary

Eligible Activities

The Access to Home Program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. One of the primary objectives of the Access to Home Program is adapting homes to meet the needs of those with disabilities such that individuals can live safely and comfortably in their home and avoid institutional care.

- For 2013, amount requested per applicant, per program, **may not** be less than \$75,000 and **may not** exceed \$150,000.
- Adaptations are guided by recommendations of local accessibility experts and may not exceed \$25,000 per unit. There are no age restrictions.
- Permitted updates and renovations include:
 - Wheelchair ramps, lifts
 - Widening of doorways
 - Changes to bathrooms to allow wheelchair access
 - Lowered, easy-to-reach kitchen adaptations
 - First floor bedroom/bathroom relocation and many more...

RESTORE Program Summary

Eligible Activities

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program provides funds for the emergency repairs to eliminate hazardous conditions in homes owned and occupied by low-income elderly homeowners cannot afford to make the repairs in a timely fashion.

- For 2013, amount requested per applicant, per program, **may not** be less than \$25,000 and **may not** exceed \$50,000.
- Program costs may not exceed \$5,000 per building.
- LPAs are responsible for determining emergency repairs but common examples include repairs to roofs, repairs or replacement of HVAC systems, repair broken stairs (internal or external).

Preparing to Apply for Access & RESTORE

Answer the following questions BEFORE applying for Access to Home & RESTORE funds:

- What is our organizational capacity?
 - Can we continue existing programs and properly implement a new program?
 - Do current staff have adequate skills/resources for Access/RESTORE program?
- Are we in program default with HCR?
 - Are there other programs funded by HCR where we are behind or have been sanctioned (probation, default, etc.)?
- Are we prequalified under the Grants Gateway?
- Does our community have a need for these programs?

Preparing to Apply for Access & RESTORE

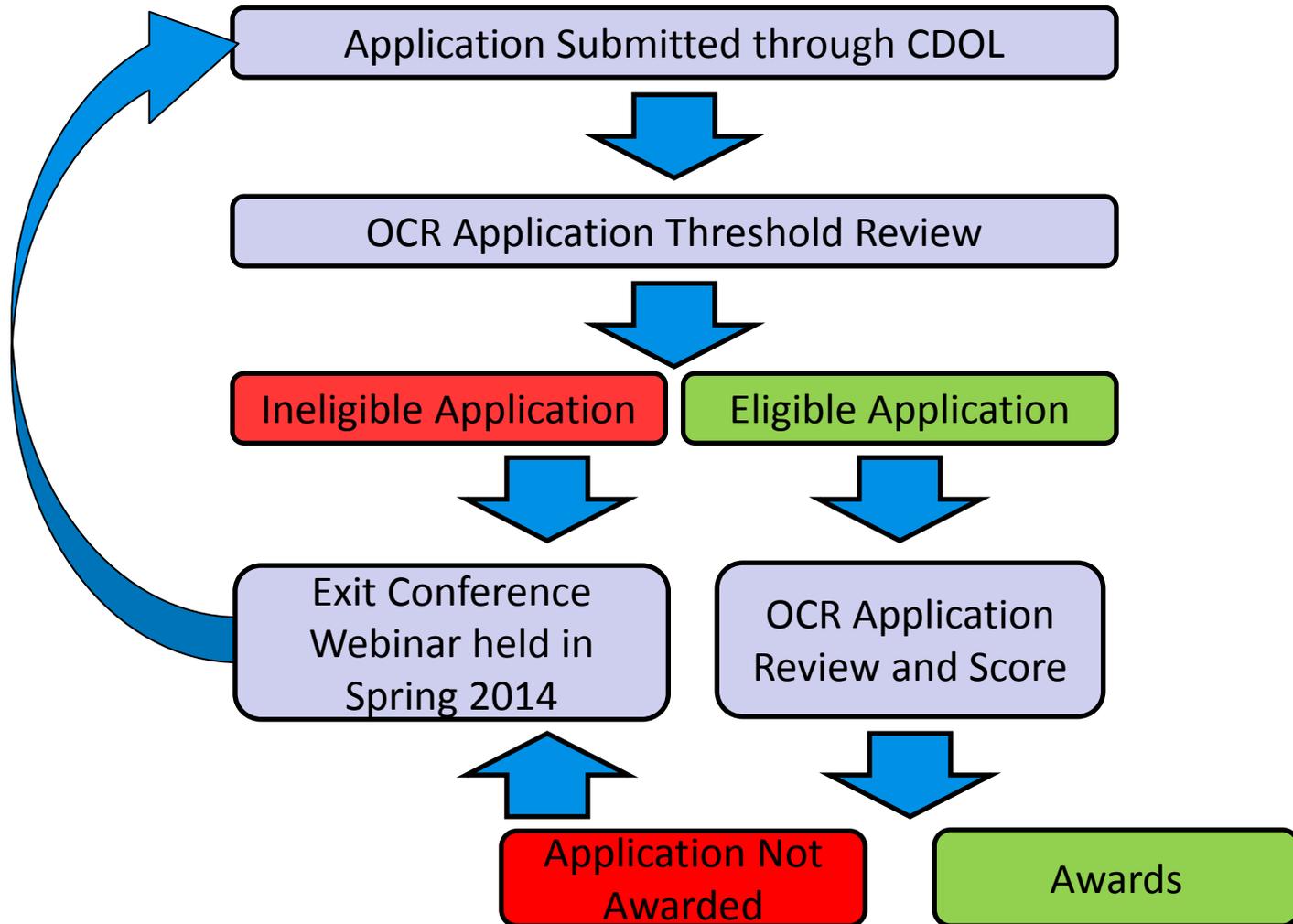
Resources

- Access to Home Program
<http://www.nyshcr.org/Programs/AccessToHome/>
- RESTORE Program
<http://www.nyshcr.org/Programs/RESTORE/>
- Community Development Online
<http://www.nyshcr.org/Apps/CDOnline/>
- U.S. Census Data
<http://www.census.gov/>



Application Process

What happens after I hit "submit"?



Access to Home Scoring Criteria

How is my application scored?

- A) Community Need – 10 Points
 - Persons w/Disability
 - % w/Disability in Service Area
- B) Transition & Diversion – 10 Points
 - Total Diversion Candidates
 - Total Transition Candidates
- C) Income Targeting – 5 Points
- D) Coordination of Housing & Supportive Services – 10 Points
- E) Organizational Experience – 10 Points
- F) Leveraging – 10 Points
 - Leveraged Funds
 - Committed Leveraged Funds
- G) Program Design & Implementation Capacity – 45 Points

Note: Up to 100 points available



RESTORE Scoring Criteria

How is my application scored?

- A) Community Need – 10 Points
- % Elderly in Service Area
 - Elderly Housing Conditions

- D) Leveraging – 10 Points
- Leveraged Funds
 - Committed Leveraged Funds

- B) Housing & Aging
Conditions – 10 Points

- E) Program Design & Implementation
Capacity – 60 Points

- C) Organizational
Experience – 10 Points

Note: Up to 100 points available



Access to Home

Preparing a Strong Application

Community Needs; Transition & Diversion Need

- Scoring is based on data.
- US Census Data or other Substantiated Data Source.
- Community Needs identifies percentage of persons below poverty level with disabilities and over the age of 5.
- Transition & Diversion Need identifies persons with disabilities that may be diverted from institutionalization or nursing home care if accessibility modifications are provided.

Access to Home

Preparing a Strong Application

Income Targeting

- Determine average income level to be served.
- Points awarded for serving lowest income levels.

Coordination of Housing and Supportive Services

- Extent to which proposed program has demonstrated links to other disability service providers in the program service area.
- Formal agreements between applicant and disability providers.

RESTORE

Preparing a Strong Application

Community Needs

- Community Needs identifies extent of need in the proposed service area.
- Percentage of low-income elderly homeowners that need emergency repairs.
- Primarily rely on data: US Census Data and/or other substantiated data source.

Housing and Aging Services

- Measures demonstrated links to other senior citizen service providers.
- Formal agreements between applicant and disability providers.

Access to Home & RESTORE

Preparing a Strong Application

Organizational Experience

- Applicant's past experience with Access to Home/RESTORE program or other similar programs.
- Successful grant administration experience provided for non-HCR programs.
- Comparable in size, scope, complexity to proposed Access to Home/RESTORE programs.
- Program penalty deductions for past incomplete Access to Home/RESTORE awards.



Access to Home & RESTORE

Preparing a Strong Application

Leveraged Funds

- Measure **committed**, eligible sources of funds that will be leveraged by the requested Access to Home/RESTORE funds.
- Other grant sources related to the current project.
- Commitments for private financing.
- Documentation that verifies the committed funding (public or private).

Access to Home & RESTORE

Preparing a Strong Application

Program Design & Implementation Capacity

Applicant shows ability to administer the program and accomplish stated goals within contract timeframe.

- Demonstrate your understanding of program rules.
- Identify experienced staff who will be responsible for administration. Detail your administrative procedures.
- Identify process for identifying potential program participants.
- Tell us about local coordination & partnerships with contractors.

Access to Home & RESTORE

Preparing a Strong Application

Minority and Women Owned Business (MWBE) Requirements

- Awards of \$100,000 or more subject to Article 15A.
- Incorporation of MWBE into Access to Home Program design will receive higher scores.
- MWBE does not apply to contracts under \$100,000, however applicants are **strongly encouraged** to make affirmative efforts towards compliance.

Administrative Plan

- Serves as operating plan for award recipients.
- Access to Home applicants must submit an administrative plan (RESTORE administrative plan provided by HCR).
- Incorporate all aspects of program including but not limited to activities and scope; selection process of assisted units; construction management; service area description; public outreach; and other information pertinent to program administration and monitoring.

Community Development Online (CDOL)

Register to Use CDOL

- Community Development Online (CDOL) is HCR's online application system:
<https://www1.dhcr.state.ny.us/cdonline/menu.aspx>
- If your organization has NOT previously applied for funding you must submit an Application Registration Form available here:
<http://www.nyshcr.org/Apps/CDOnline/appreg.pdf>
- If you have used the CDOL system, but need to update your organization's Security Manager, please submit a Security Manager Registration form available here: http://www.nyshcr.org/Apps/CDOnline/security_manager.pdf

- Forms must be mailed to:

NYS HCR

Office of Community Renewal – MSR Unit

Hampton Plaza – Room 603S

38-40 State Street

Albany, NY 12207



Community Development Online (CDOL)

Log-in to CDOL

Existing users:

Retrieve forgotten User ID or password using the links on the Login page of CDOL:

<https://www1.dhcr.state.ny.us/cdonline/menu.aspx>

User ID: *

Password: *

Change password after login



[Forgot your User ID?](#)

[Forgot your password?](#)

[Need help logging in?](#)



If these options do not work, contact MSR@nyshcr.org.

Community Development Online (CDOL)

Review and Update Organization Information

- Users may access CDOL at any time to provide updated organization information.
- Review and confirm all information.
- Primary address and Primary Contact must be relevant for entire organization.

MAIN MENU

Organization

Name

Hornell Partners for Growth

Options

[view](#) | [edit](#)

Applications

Organization Name: Hornell Partners for Growth

Start a New Application: *

Application Type: *

Submit

Cancel



Community Development Online (CDOL)

Start a New Application

- Enter a name for the new application next to: Start a New Application.
- Select the Program that you intend to apply for in the Application Type drop-down menu.
- Applicants can access prior applications submitted on this menu.

Organization

Name	Options
Hornell Partners for Growth	view edit

Applications

Organization Name: Hornell Partners for Growth

Start a New Application: *

Application Type: *

- Capital Project
- RESTORE
- Access to Home

[HOME LPA](#) [RESTORE](#) [Access To Home](#) [NY Main Street](#) [Sustainable Neighborhoods](#)

Existing Applications	Application Status	SHARS ID	Options
Test	terminated		view attachments
NEWTSTCRL	terminated		view attachments
PW Test 2011 2	terminated	20103079	view attachments

Community Development Online (CDOL)

How to Navigate CDOL

The Exhibit List is the application's Table of Contents

Community Development Online

New York State Division of Housing and Community Renewal

User Administration

Help

Print

Application Instructions

[EXIT](#) | [Menu](#) > [Exhibit List](#)

Exhibit Quick Links:

RESTORE - TABLE OF CONTENTS

CRL Test 2013



WARNING: APPLICATIONS, IN THEIR ENTIRETY, MAY BE MADE AVAILABLE FOR PUBLIC REVIEW ON THE DHCR WEBSITE. APPLICATIONS SHOULD NOT INCLUDE PERSONAL OR PROPRIETARY INFORMATION.

Exhibit List

Exhibit 1 - Application Summary	view
1A. Funds Requested	view edit
1B. Applicant Information	view edit
1C. Program Detail Information	---
1. Counties/Municipalities	view edit
2. Regional Council	view edit
1D. Political Districts	view edit
1E. Units Assisted	view edit
Exhibit 2 - Proposal Summary	view
2A. Program Activities and Scope	view edit

Community Development Online (CDOL)

How to Navigate CDOL

- Navigate to Exhibit List or Main Menu using links in top left corner.
- When a screen of questions has been completed, press submit button.
- Navigate through consecutive screens using the links in top right corner.

Community Development Online
New York State Division of Housing and Community Renewal

User Administration | Help | Print | Application Instructions

EXIT | Menu > Exhibit List > 1E. Units Assisted

Exhibit Quick Links: [dropdown]

RESTORE - EXHIBIT 1 - APPLICATION SUMMARY

CRL Test 2013

< Previous | Next >

 Updates have been successfully saved

1E. Units Assisted

Units to be assisted by RESTORE:

Residential - Existing/Rehab:





Community Development Online (CDOL)

Budget Tables

- A Sources of Funds Exhibit (5A) must include the funds requested by the application.
- Example: if the applicant is completing a RESTORE Program application requesting \$50,000 in RESTORE Program funds, that \$50,000 must be listed as pending approval in the *Sources* of funds table.
- The amount indicated in the *Sources* of Funds (5A) table, must match the amount indicated as the total project cost in the *Uses* of Funds (5B) table.

Exhibit 5A - Example:

EXIT | Menu > Exhibit List > 5A. Sources of Funds

Exhibit Quick Links:

RESTORE - EXHIBIT 5 - BUDGET/FINANCING PLAN

CRL Test 2013

< Previous | Next

5A. Sources of Funds

Source Name	Amount	Assistance Type	Status	Options
Bank	50,000	Loan	Pending Approval	edit delete
RESTORE	50,000	Grant	Pending Approval	edit delete
Total Financing	\$100,000			add

Contents of CDOL Application

Access to Home Program

A complete Access to Home Program application includes 5 exhibits, an electronic certification, and 3 attachments.

- Exhibit 1 – Application Summary
- Exhibit 2 – Evidence of Program Support
- Exhibit 3 – Program Needs
- Exhibit 4 – Relevant Experience
- Exhibit 5 – Program Budget

Electronic Application Certification

Attachment 1 – Administrative Plan (Required)

Attachment 2 – Funding Commitment Letters (Optional)

Attachment 3 – Supportive Services Agency Commitments (Optional)

Contents of CDOL Application

RESTORE Program

A complete RESTORE Program application includes 5 exhibits, an electronic certification, and 2 attachments.

- Exhibit 1 – Application Summary
- Exhibit 2 – Evidence of Program Support
- Exhibit 3 – Program Needs
- Exhibit 4 – Relevant Experience
- Exhibit 5 – Program Budget

- Electronic Application Certification

- Attachment 1 – Funding Commitment Letters (Optional)
- Attachment 2 – Supportive Services Agency Commitments (Optional)

Note: RESTORE Administrative Plan is a standard plan established by HCR. If the applicant is selected as a RESTORE award recipient the plan will become part of the contract package.



Contents of CDOL Application

Access to Home & RESTORE Programs

The submission of an Access to Home and RESTORE application via CDOL requires 5 steps:

- Step 1 – Completing 5 multi-question online application exhibits.
- Step 2 – Validating online application exhibits.
- Step 3 – Certifying and submitting online application exhibits.
- Step 4 – Uploading and submitting or omitting attachments.
- Step 5 – Certifying attachments.



Community Development Online (CDOL)

Application Status

Application status is shown on the applicant's main menu in CDOL.

If the application status says:

- **In progress:** the application is available for the applicant to edit and continue to work on.
- **Certified:** the application exhibits have been successfully completed, the application exhibits have passed validation, but attachments must still be uploaded and certified. A PDF of the application exhibits will be generated at this step in a pop-up window, and a SHARS ID will show up on the menu.
- **Completed:** the application has been successfully submitted, all required steps are complete.
- **Terminated:** the application was not completed by the deadline.

Community Development Online (CDOL)

Additional Resources

- **Request for Proposals (RFP)**
 - Program Rules & Requirements
 - Application Review & Scoring criteria
- **Application Instructions**
 - Line by line instructions for completing the application
 - CDOL Screenshots

Available on HCR's Funding Page, here:

<http://www.nyshcr.org/AboutUs/Offices/CommunityRenewal/HousingResourcesFundingOpportunities.htm>



Awards and Program Implementation

What do I need to know if I am awarded funds?

- No work may begin until award recipient has received an executed contract.
 - Administrative Plan is part of your contract; you must adhere to it.
- Administrative funds are available
 - Up to 5 percent of funding award for RESTORE Program
 - Up to 7.5 percent of funding award for Access to Home Program
- *Very limited* Program delivery fee is available for both Access to Home and RESTORE.
- Programmatic Environmental Clearance required for Access to Home
 - Environmental Compliance Checklist must be submitted and approved by HCR Environmental Analysis Unit (EAU).
 - Upon review, EAU issues clearance letter to award recipient.
- NO contract extensions for RESTORE.
- Contract extensions available only in **limited circumstances** for Access to Home.



Wrap up - Questions?

Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org

Please include **OCR Webinar – Access and RESTORE Programs** in the subject line of your e-mail.

Questions will be responded to directly and included in the Frequently Asked Questions (FAQ) sheet developed from the questions received. The FAQ will be available on the HCR website at www.nyshcr.org.