

NOTICE OF FUNDING AVAILABILITY  
FEDERAL FUNDS  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
THE HAMPTON PLAZA  
38-40 STATE STREET, 4<sup>th</sup> FLOOR SOUTH  
ALBANY, NY 12207

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR) announces the availability of approximately \$8 million of Federal Fiscal Year 2013 funds for the following program:

- HOME Investment Partnerships Program ("HOME Program"), for Local Program Administrators

***PROGRAM DESCRIPTION***

The HOME Investment Partnerships Program, or HOME Program, is a federally funded program administered by the Housing Trust Fund Corporation's (HTFC's) Office of Community Renewal (OCR). The HOME Program is designed to fund a variety of activities that will expand the supply of decent, safe, and affordable housing throughout the State of New York. The funding made available by way of this NOFA, and the corresponding Request for Proposals (RFP), represents the HTFC's allocation of Federal Fiscal Year 2013 HOME Program funds set aside for Local Program Administrators, or LPAs.

***ELIGIBLE APPLICANTS***

Eligible applicants include units of general local government "State Recipients" (counties, cities, towns, and villages- "State Recipients") in New York State that are not HUD-designated participating jurisdictions; not-for-profit corporations that are incorporated under NYS Not-for-Profit Corporation Law and housing authorities "subrecipients". Community Housing and Development Organizations (CHDOs) may apply to develop home ownership projects. To be eligible for an award, not-for-profit organizations, including CHDOs, must have been in existence and providing relevant service to the community for at least one year prior to application.

***ELIGIBLE ACTIVITIES***

Applications will be accepted for programs that propose funding the following activities:

***Housing Rehabilitation Programs***

- **Owner Occupied Rehabilitation**: Applicants may request funds to provide moderate and substantial rehabilitation of single-family (1-4 units) owner-occupied housing, which may include the replacement of dilapidated mobile and manufactured housing with new HUD-certified, ENERGY STAR Qualified manufactured homes.
- **Rental Rehabilitation**: Applicants may request funds to provide moderate rehabilitation of small (10 units or fewer) investor-owner rental properties.

### Homebuyer Assistance Programs

Applicants may request funds to provide down payment or closing cost assistance to homebuyers, with or without rehabilitation. The HTFC requires that HOME-assisted units meet HTFC rehabilitation standards and NYS and/or Local Code at project completion, so it is expected that most homebuyer assistance programs will involve a rehabilitation component. Programs that target existing residents of public housing and manufactured housing (to assist in the purchase of non-manufactured housing) are encouraged.

### CHDO Home Ownership Program

NYS designated Community Housing and Development Organizations (CHDOs) may request funds for Home Ownership activities that include new construction or rehabilitation of vacant, substandard, single family housing (1-4 unit buildings) where the CHDO has obtained project financing to rehabilitate or construct the dwelling units, and will hold title to the property during the rehabilitation/construction period. The project must include sources of construction financing other than HOME Program funds. HOME Program funds may be used only as permanent financing. Applicants must be a NYS designated CHDO no later than April 18, 2014. Please send an email to [OCRinfo@nyshcr.org](mailto:OCRinfo@nyshcr.org) to request more information about the CHDO designation process.

### Tenant-based Rental Assistance (TBRA)

Applicants may request funding to provide financial assistance for rent, security deposits, and, when provided in conjunction with a TBRA security deposit or monthly rental assistance program, utility deposits for tenants. All units receiving TBRA must meet HTFC property standards.

### **FUNDING LIMITS**

The maximum award amount is \$400,000 with a per unit cap of \$40,000. The minimum award amount is \$200,000. The maximum CHDO home ownership development award amount is \$500,000 with a per unit maximum of \$50,000. CHDOs are not eligible for administrative reimbursement, but do qualify for a project developer fee. CHDO home ownership developers will be subject to additional underwriting requirements. Applicants may submit more than one (1) application in response to this NOFA, but the maximum amount requested may not exceed the maximum individual award amount of \$400,000. For example, an Applicant may submit multiple applications for Housing Rehabilitation activities, at the minimum of \$200,000 per application, but the combined total of all requests cannot exceed \$400,000 (\$500,000 for CHDO Applicants).

### **APPLICATION FOR FUNDING**

The HOME LPA application for funds available through this NOFA and corresponding RFP will be available on the NYS Homes and Community Renewal website, [www.nyshcr.org/Funding/](http://www.nyshcr.org/Funding/), on **Tuesday, April 1, 2014. Applications are due no later than 4:00 PM (EST) on Friday, May 30, 2014.**

Applications must be submitted using the Community Development Online Application System (CDOL) at: <http://www.nyshcr.org/Apps/CDOnline/>.

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all competing applicants, applications received after the specified date and time will be deemed ineligible and will not be considered for funding. Applicants should make early submission of their applications to avoid risks of ineligibility resulting from unanticipated delays or other delivery-related problems.

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the CDOL application system. Requests for approval to submit a paper application must be received by the OCR no later than Friday, April 18 at the following address: NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 4<sup>th</sup> Floor South, 38-40 State Street, Albany, NY 12207, ATTN: FFY 2013 HOME LPA PROGRAM.

### ***NEW YORK STATE GRANTS GATEWAY PREQUALIFICATION***

The new New York State Grants Gateway is a statewide effort that will improve the way New York State administers grants by simplifying and streamlining the grants management process.

Effective August 1, 2013, not-for-profit organizations must be prequalified in order to do business with New York State. To prequalify, not-for-profit organizations must submit an online Prequalification Application through the Grants Gateway. The Prequalification Application is comprised of five components to gauge your organizational structure and the types of services you provide. The required forms and document uploads are all part of the Grants Gateway Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section of the Grants Gateway page at <http://grantsreform.ny.gov/>.

Prequalification is designed as a way for not-for-profits to interact more directly with State agencies before they compete for State contracts, enabling them to make adjustments and answer concerns prior to entering a competitive bid process. Once they have been prequalified, multiple State agencies will have ready access to the prequalification materials, eliminating redundant submissions of such information by the vendor. Not-for-profits will only have to formally prequalify every 3 years, with the responsibility to keep their information current throughout the 3 year period.

**PLEASE NOTE:** Not-for-Profit applicants that are **not** prequalified through the New York State Grants Gateway by the application deadline of Friday, May 30, 2014, **will not be eligible to receive funds**, and any applications submitted to the OCR may be deemed ineligible for review and consideration.

### ***CONTACT INFORMATION***

For inquiries or technical assistance regarding the HOME LPA program, please contact:

*NYS Home and Community Renewal  
Office of Community Renewal  
The Hampton Plaza  
38-40 State Street, 4<sup>th</sup> Floor South  
Albany, NY 12207  
Telephone: (518) 474-2057*

THIS NOTICE WAS PREPARED AND SUBMITTED BY:  
MATTHEW NELSON, PRESIDENT  
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TUESDAY, APRIL 1, 2014