

**Housing Trust Fund Corporation
New York State
HOME Local Program**

2013 FFY Application Workshop



NYS Homes and Community Renewal
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NYS HOME Local Program 2013 FFY Application Workshop

Program Summary

- Overview
- Eligible and Ineligible Activities
- Schedule
- What's New

Application Process

- Eligibility review
- Rating Criteria

Application Tips

- Threshold Questions
- What we are asking that you should know
- Application tips - common deficiencies

CDOL Review

- Login
- How to Navigate CDOL
- Submission and Certification
- Application Status

Program Summary Overview

The HOME program funds the acquisition, construction and rehabilitation of affordable housing and assists renters, first-time home buyers and owner occupants.



HOME Local Program Overview



- The HOME program was first funded by HUD in 1992. New York State (NYS), a HUD designated PJ, has been awarded HOME funds since the program's inception. The HOME program has a specific focus on building and rehabilitating units of affordable housing.
- The Housing Trust Fund Corporation (HTFC) is the organization that administers the HUD HOME allocation to NYS.
- The Office of Community Renewal manages the program under the direction of the HTFC.

Program Summary Eligible LPA Activities

- **Homeowner Rehabilitation**
- **Home Buyer**
- **Rental Rehabilitation**
- **TBRA**
- **CHDO - Owner Occupied housing development**

Program Summary Ineligible Activities

- Project reserve accounts
- Tenant-based rental assistance for certain purposes
- Match for other programs
- Development, operations or modernization of public housing
- Double-dipping
- Acquisition of PJ-owned property
- Project-based rental assistance

FFY 2013 Application/Funding

Schedule:

April 1, 2014:	Notice of Funding Availability (NOFA)
April 1, 2014:	CDOL Application available
April 15, 2014:	Application Workshop
April 18, 2014:	CHDO Designation Deadline
May 30, 2014, 4:00 PM:	Application Deadline
June 2, 2014:	Beginning of review and scoring process
TBD:	Announcement of Awards

What's New ?

2013 HOME FINAL Rule:

July 24, 2013 HUD published extensive changes to the HOME Final Rule. The regulatory changes generally became effective 8/23/14 and apply to specific HOME projects to which HOME funds were committed on or after that date. However, certain provisions of the new Final Rule were delayed.

Applicants should anticipate that certain regulatory requirements and administrative guidance will change or be clarified during the anticipated term of awards under this RFP.

What's New ?

2013 HOME Final Rule

- All housing development projects must be underwritten, developer capacity and fiscal soundness assessed.
- Includes an examination of the sources and uses of funds for the project and a determination that costs are reasonable.
- Project funding must be firmly committed in writing prior to the commitment of HOME funds to a specific project.
- Assessment of current market demand in the neighborhood in which the project will be located.
- Applies to homeownership new construction and rehabilitation and rental rehabilitation.

What's New ?

- PJ must certify that these actions have been completed for each project
- Homebuyer projects must be sold within 9 months of construction completion date.
- Homebuyer programs must have written policies.
- Homebuyer programs must have an effective homeownership counseling component.
- Manufactured housing replacement or rehabilitation
- Rental units must be occupied within 6 months of completion.
- Leases are required for HOME assisted rental units

What's New ?

New CHDO Requirements

- Non-profit must qualify as a CHDO for the specific CHDO application.
- Developer: financing and construction
- Homeownership assistance: down payment limited to 10% of HOME funds for development
- Experienced staff
- Paid employees
- Certification must be done on a project specific basis.

What's New ?

CHDOs:

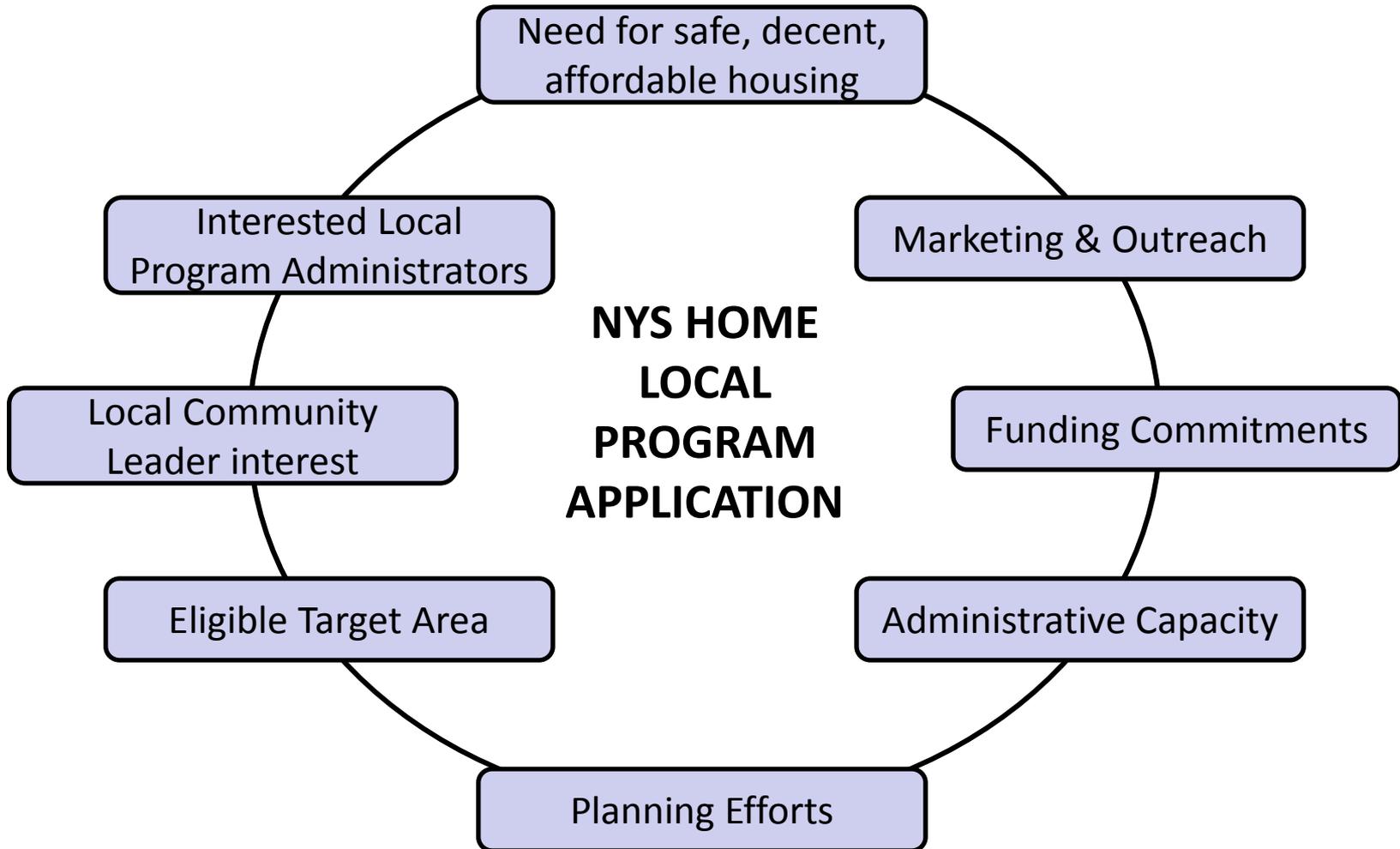
- Commitments must be to specific projects
- Funding commitment requires firm commitments, a budget and construction schedule required along with project underwriting
- Sales price methodology or specific price must be approved
- Written Agreement: must include sales price or sales price methodology and use of proceeds.
- Refer to 24 CFR 92.300 for more information

We've covered eligible and ineligible activities, and some of the 2013 HOME Final Rule requirements.

Are there any questions?

Application Process

Preparing to Apply



Application Process

Resources

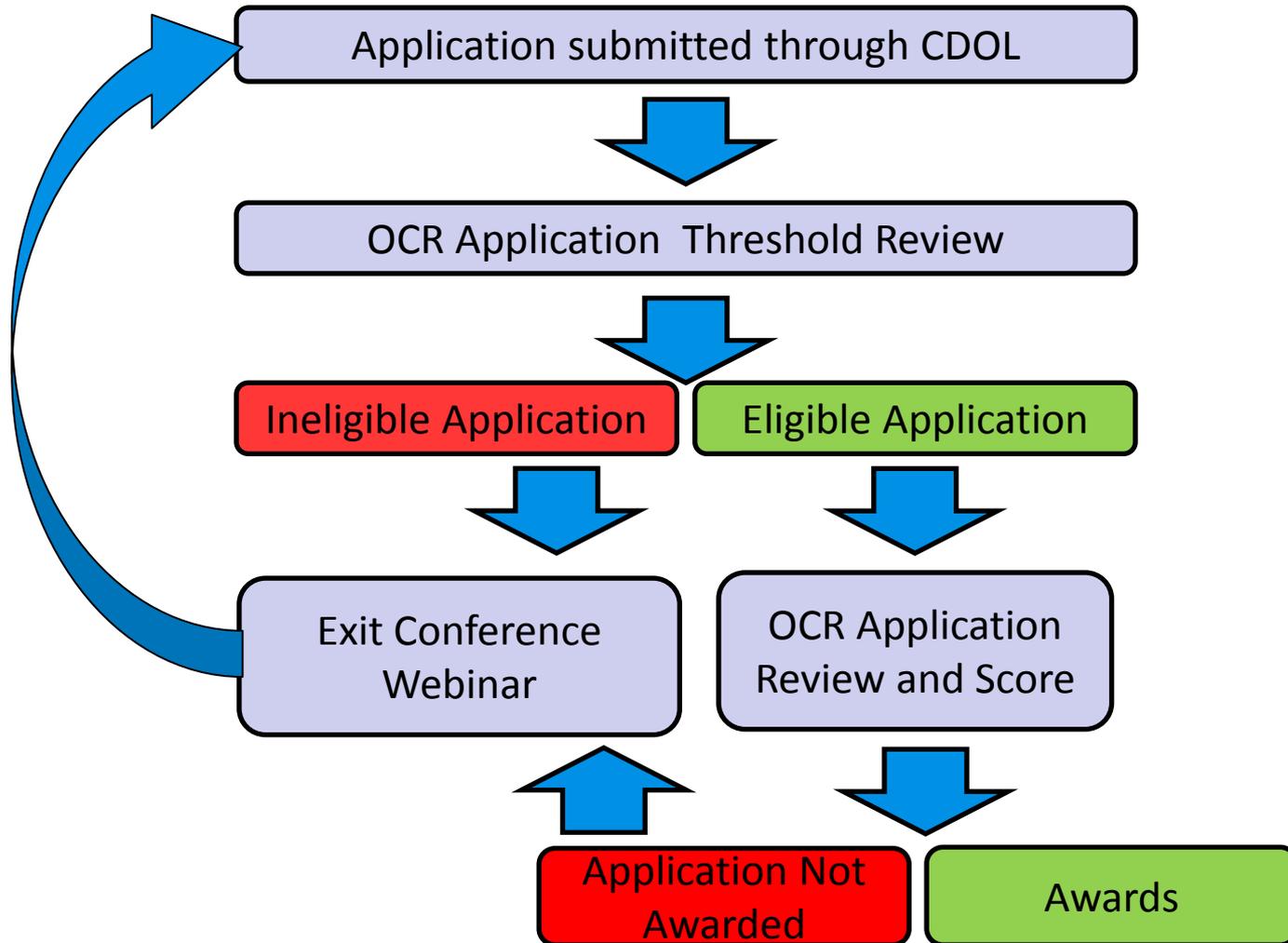
- NYS HOME LPA FFY 2013 Notice of Funding Availability
- NYS HOME LPA Request for Proposals
- NYS HOME LPA Program FFY 2013 Application Instructions
- CDOL application system instructions
- HOME Program Rehabilitation Standards
- CHDO Designation Checklist
- CHDO Homeownership Analysis Worksheet
- HOME Program Reference Manual
- Green Building Criteria Reference Manual
- OCRInfo@nyshcr.org

<http://www.nyshcr.org/Programs/NYSHome/>



Application Process

What happens after I hit "submit"?



Eligibility Review



- Eligible applicants
- Eligible property /occupancy
- Eligible activities
- Use of Funds
- Maximum HOME funds
- Funding limitations
- Maximum average median income
- Rental projects: AMI and designated units

2013 Rating Criteria

(Total is 100 points, points awarded vary by activity. Please refer to the RFP)

- A. Average income level served – 5 - 10 points
- B. Persons with special needs targeted – 5 - 15 points
- C. Percent of poverty in service area – 5 points
- D. Number of persons in poverty in service area – 5 points
- E. Age of Housing - 5 points
- F. Homeownership Rate in service area – 5 points
- G. Homeownership Affordability Index – 5 points
- H. Tenant Rent Burden (TBRA) – 5 points
- I. Leveraging – 10 points
- J. Program Design and Implementation Capacity (Admin Plan) – 35-45 points
- K. Experience and Prior Performance – 5 points
- L. Environmental Health and Safety – 5 points
- M. Community Need – 10 points
- N. Green Rehabilitation/Green Building Practices – 10 points

How is my application scored?

Rehabilitation Application Example

- Average Income Level Served - 5 pts.
Lower Targets = Higher Score
- Persons with Special Needs - 5 pts.
Higher % of Units Assisted = Higher Score
- % Below Fed. Poverty in Service Area – 5 pts.
Higher % = Higher Points
- # Below Fed. Poverty in Service Area – 5 pts.
Higher Population = Higher Score
- Age of Housing in Service Area – 5 pts.
Higher % Pre 1960 built = Higher Score
- Leverage - 10 pts.
Ratio of HCR funding to TDC:
Lower Ratio = Higher Points
- Experience and Prior Performance - 5 pts.
- Environmental Health and Safety – 5 pts.
- Community Needs – 10 pts.
- Program Design/Implementation - 45 pts.
Applicants must fully address all
Administrative Plan components requested
in Application Instructions

Maximum Total is 100 points

Helpful Hints

- Is your overall program design comprehensive?
- Have you clearly described the process for qualifying applicants?
- Have you clearly described how you will select properties for assistance?
- Have you described your activities/process to lead a beneficiary from application through completion of the unit/assistance?
- How will you provide counseling? Materials provided?
- Have you provided detail on your plan for lead hazard control?
- Does the conflict of interest policy comply with the regulation and is it clearly defined?

Helpful Hints

- Have you described in detail how you will procure services?
- Does a resale or recapture plan apply? Are your agreements in compliance with the regulations?
- Have you described the plan to comply with Section 3 and M/WBE?
- Did you include a detailed example of funding and construction of a typical project?
- Are you ready to start the project? Have you described how you will effectively complete the project in 2 years?
- Do you demonstrate knowledge of the HOME program rules and regulations?

Helpful Hints

- Is your project team experienced in doing this type of work?
- Do you describe how you will collaborate with other agencies?
- Do you have verified service agreements or MOU's?
- Is your budget feasible?
- Is there enough subsidy, too much subsidy?
- Have you shown a need for this type of project in your community?
- Do you have a qualified wait list?
- Have you described in detail your monitoring process during the period of affordability?

Application Tips

Common Deficiencies in Unsuccessful Applications

- Budget narratives do not match budget tables and/or budget is not feasible. Funding amounts proposed are not within eligible limits.
- Administration plan not cohesive, incomplete or includes unnecessary information.
- Unsubstantiated requested amount. Costs not clearly defined, incomplete sources and uses statement.
- Lack of firm commitments for match/leverage funds, if required.
- Applicant is not in compliance with existing HTFC HOME Local Program contracts and no action taken to correct.
- Community Needs statement does not include source material/references. Does not justify the need for the project.

Awards and Program Implementation

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

1. No work may begin until award recipient has received an executed contract.
 - Programmatic Environmental Clearance
 - Administrative Plan is part of your contract.
2. Project Specific Checklist (Tier II) must be approved
 - Clearance Letter Required
3. Two year contract
4. Contract extensions

Are there any questions?

Community Development Online(CDOL) Application System

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. (Not Just HOME LPA Application)

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 from this menu (three prior years).

Applications

Organization Name: Hornell Partners for Growth

Start a New Application: *

Application Type: * HOME LPA

Capital Project
HOME LPA

Capital Project HOME LPA RESTORE Access To Home NY Main Street Sustainable Neighborhoods

Existing Applications	Application Status	SHARS ID	Options
Test	terminated		view attachments

Community Development Online (CDOL)

How to Navigate CDOL

The Exhibit List is the application's Table of Contents

The screenshot shows the CDOL application interface. At the top, the header includes "New York State Division of Housing and Community Renewal" and navigation links for "Help", "Print", and "Application Instructions". Below the header, the breadcrumb path "EXIT | Menu > Exhibit List" is highlighted with a red circle. The main content area is titled "HOME LPA - TABLE OF CONTENTS" and "2014CRLTest4". A yellow warning box contains a warning icon and the text: "WARNING: APPLICATIONS, IN THEIR ENTIRETY, MAY BE MADE AVAILABLE FOR PUBLIC REVIEW ON THE DHCR WEBSITE. APPLICATIONS SHOULD NOT INCLUDE PERSONAL OR PROPRIETARY INFORMATION." Below the warning, a dark blue button labeled "Exhibit List" is visible. The main content is a table with the following structure:

Exhibit 1 - Application Summary	view
1A. Funds Requested & Activities/Uses	view edit
1B. Applicant Information	view edit
1C. Program Detail Information	---
1. Counties/Municipalities	view edit
2. Regional Council	view edit
3. Buildings	view edit
4. Latitude & Longitude	view edit
1D. Political Districts	view edit

A large red arrow points from the "view | edit" link for "1A. Funds Requested & Activities/Uses" to the right.

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.
- Do not use browser back and forward buttons - Navigate through consecutive screens using the links in top right corner.

The screenshot shows a web application interface. At the top left, a breadcrumb trail 'EXIT | Menu > Exhibit List > 1E. Units Assisted' is circled in red. At the top right, there is a dropdown menu labeled 'Exhibit Quick Links:'. Below this is a header section with the title 'HOME LPA - EXHIBIT 1 - APPLICATION SUMMARY' and a sub-header '2014CRLTest4'. To the right of the sub-header are navigation links '< Previous | Next >'. A red arrow points upwards from the bottom right towards these navigation links. Below the header is a section titled '1E. Units Assisted' with a sub-label 'Units to be assisted by Funding Source:'. This section contains a table with two columns: 'Unit Type' and 'HOME Units'. The table has four rows: 'Residential - Existing/Rehab:', 'Residential - New Construction:', 'Total residential Units by Funding Source:', and 'Total HOME Activities/Uses of Funds Units entered on Exhibit 1A:'. The last row shows a value of '5' and includes a help icon. A red arrow points from the bottom center towards the 'Total HOME Activities' row.

Unit Type	HOME Units
Residential - Existing/Rehab:	<input type="text"/>
Residential - New Construction:	<input type="text"/>
Total residential Units by Funding Source:	0
Total HOME Activities/Uses of Funds Units entered on Exhibit 1A: ?	5

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 HOME LPA Program application requesting \$300,000 in HOME LPA Program funds, that \$300,000 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: ▾

HOME LPA - EXHIBIT 5 - BUDGET/FINANCING PLAN

2014CRLTest4

< Previous | Next >

5A. Sources of Funds

Source Name	Amount	Financing Type	Assistance Type	Financing Term	Status	Options
NYS HOME Program	300,000	Permanent	Grant	N/A	Pending Approval	edit delete

Contents of CDOL Application HOME LPA Program

A complete HOME LPA application includes 5 multi-question exhibits, an electronic certification, and several 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
- Attachment 3 – **Community Need Statement (REQUIRED) *Corrected from Live Webinar***
- Attachment 4 – CHDO Home Ownership Program Analysis
- Attachment 5 – CHDO Funding Commitments
- Attachment 6 – Green Building/Energy Efficiency Supporting Documentation
- Attachment 7 – Supportive Services Agency Commitments (executed agreements, MOUs, letters of support)

Community Development Online (CDOL)

Attachments

- Click add to begin the attachment upload process.
- Click omit if applicant does not plan to upload optional attachment.
- When complete, press submit at the bottom.

EXIT | Menu > Attachment Upload

HOME LPA - ATTACHMENT UPLOAD

2014CRLTest4

Attachment Upload

NYS HOME Program (LPA)

Attachment Category	Options
1 - Administrative Plan [required]	add
2 - Funding Commitment Letters	add omit
3 - Community Need Statement [required]	add
4 - CHDO Home Ownership Program Analysis	add omit
5 - CHDO Funding Commitments	add omit
6 - Green Building/Energy Efficiency Supporting Documentation	add omit
7 - Supportive Services Agency Commitments (executed agreements, MOUs, letters of support)	add omit

Submit

Contents of CDOL Application Home LPA Programs

The submission of a HOME LPA 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.

Wrap up - Questions?

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

Please include **OCR Webinar – HOME Program** 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.

Questions?

NYS Homes and Community Renewal website:

www.nyshcr.org

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