



**Homes and
Community Renewal**

NYS HOME Local Program

**General Application Technical
Assistance Webinar**

November 16, 2016

Welcome and Introductions

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Welcome and Introductions

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NYS Homes and Community Renewal website:
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Agenda

- **Timeline & Technical Assistance**
- **Eligible Applicants, Activities, Max Award & Per Unit Amounts**
- **NEW for this RFP**
- **Capacity and Prior Experience**
- **Administrative, Project Delivery, Developer Fees**
- **Budget Policy and Budget Worksheets**
- **Program Requirements**
- **Match**
- **Administrative Plans**
- **Rating Criteria**
- **CDOL**
- **Announcements**
- **Q&A**



NYS HOME Local Program

- The federal HOME Investment Partnership Program (HOME Program) is a HUD funded residential affordable housing program.
- New York State Homes and Community Renewal (HCR) is a HUD designated Participating Jurisdiction (HOME PJ) in the HOME Program and receives approximately \$18 million annually to fund residential affordable housing activities for home owners, home buyers and renters.
- The HOME program is designed to assist those making less than 80 % of AMI.
- The Housing Trust Fund Corporation (HTFC) administers the NYS HOME Local Program on behalf of HCR. If awarded funds, the contract is with the HTFC.
- The Office of Community Renewal (OCR) manages the program under the direction of the HTFC.



Timeline

Application Deadline: December 16, 2016 - 4:00 PM

Award Announcement : estimate February, 2017

Contract Execution: estimate June, 2017



Technical Assistance

General Application Technical Assistance Webinar
Wednesday, November 16th 1:30pm - 2:30pm.

Activity Specific Application Technical Assistance Webinars
per the table below:

HOME Local Eligible Activity	Activity Specific Webinar Date & Time
Homeowner Housing Rehabilitation With or Without Rental Units	Thursday, 11/17/16 - 9:30-10:00am
Homebuyer Purchase Assistance With or Without Housing Rehabilitation	Thursday, 11/17/16 - 10:30-11:00am
Manufactured Housing Replacement	Thursday, 11/17/16 - 11:30-12:00pm
Homebuyer Development Projects	Friday, 11/18/16 - 9:30-10:00am
Rental Rehabilitation Program	Friday, 11/18/16 - 10:30-11:00am
Tenant Based Rental Assistance (TBRA)	Friday, 11/18/16 - 11:30-12:00pm



ELIGIBLE APPLICANTS & ACTIVITIES

MAXIMUM AWARD AMOUNTS

MAXIMUM PER UNIT AMOUNTS

ELIGIBLE APPLICANTS

- Eligible Local Program Administrators (LPAs) : counties, cities, towns and villages, non-profit corporations, Housing Authorities and Community Housing Development Organizations.
- To be eligible to apply, LPAs must have been in existence and providing **recent and relevant residential housing services to the community for at least one year prior to application.**
- LPAs must be able to **demonstrate local market need for the activity/program to be performed** in the proposed service area and the **capacity** to utilize the amount of funding requested within the 2 year contract term.



Homeowner Housing Rehabilitation With or Without Rental Units:

Homeowner Housing Rehabilitation: funds may be requested for the repair or rehabilitation of an owner-occupied single-family (1-4) unit dwelling unit to meet NYS and/or Local Code upon completion of construction activities.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000

Homeowner Housing Rehabilitation with Rental Units: funds may be requested for housing rehabilitation of the homeowner unit and additionally rehabilitating HOME eligible rental units in a single family (2-4 unit) property.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000



Manufactured Housing Replacement

As an owner-occupied housing rehabilitation activity, funds may be requested to assist an owner to demolish and dispose of a sub-standard manufactured home and replace it with a new manufactured home.

Manufactured home replacement is considered reconstruction for the purposes of the HOME Local program.

Maximum Award up to \$600,000 – Maximum Per-unit up to \$100,000



Homebuyer Purchase Assistance With or Without Housing Rehabilitation

Homebuyer Purchase Assistance: funds may be requested to assist a homebuyer to provide down payment and/or closing cost assistance to purchase a single family (1-4) unit, non-HOME assisted existing home or newly constructed home.

Maximum Award up to \$400,000 – Maximum Per-unit up to \$40,000

Homebuyer Purchase Assistance with Housing Rehabilitation: funds may be requested to assist a homebuyer to provide down payment and/or closing cost assistance and funds for housing rehabilitation to purchase a single family (1-4) unit, non-HOME assisted existing home.

Maximum Award up to \$600,000 – Maximum Per-unit up to \$60,000



Homebuyer Development Projects – LPA & CHDO

Funds may be requested to assist a CHDO or an LPA to acquire an existing, vacant, substandard home that will be substantially rehabilitated and then sold to a HOME eligible home buyer, or to build a new construction home that will be sold to a HOME eligible buyer.

Site Control: LPAs and CHDOs must have purchase options for site control at application and, if awarded funds, obtain full site control within 60 days of the execution of the contract with the HTFC.

Green Building Practices and Energy Efficiency: additional points for projects that agree to certify homes in green building rating system such as LEED for Homes or Enterprise Green Communities Criteria.

Maximum Award up to \$750,000 – Maximum Per-unit up to \$75,000



Rental Rehabilitation

Funds may be requested to provide housing rehabilitation of non-owner-occupied eligible rental units that are scattered site or a multiple unit single site.

The project may assist 11 units or less.

All HOME assisted rental units must be rehabilitated to meet NYS and/or Local Code upon completion.

The owner must agree to HOME rental requirements pertaining to occupancy, affordability and lease up requirements throughout the required affordability period.

Maximum Award up to \$715,000 – Maximum Per-unit up to \$65,000



Tenant based Rental Assistance (TBRA)

Funds may be requested to provide monthly tenant-based rental assistance to assist families at or below 60% of area median income that have applied for a Housing Choice Voucher (Section 8) rental subsidy and are currently on the waiting list for assistance.

Security deposits and tenant utility deposits may also be eligible.

Maximum Award up to \$400,000 – Maximum Per-unit up to \$40,000



AVAILABLE FUNDS

- The HTFC will make approximately \$18.5 million in federal fiscal year 2016 and 2017 NYS HOME Local Program funds available for application by LPAs in this RFP.
- Applicants may apply for a maximum of 2 awards in this RFP.
- Applicants must choose only one eligible activity to perform for each awarded contract. No two activities may be combined into one contract.



NEW

Performance Based Incentives (PBIs):

- LPAs that demonstrate high performance of the contract, will be reviewed by the HTFC and HOME Local Program Managers 6 months prior to expected contract close out.
- If conditions are favorable, a PBI may be approved and the LPA will be awarded de-obligated and or uncommitted HOME funds to be added into their current contract.
- LPAs must perform the same HOME eligible activity that was approved in the original contract.



NEW

Multi-Year Contracts:

- LPAs that demonstrate high performance 6 months prior to contract close out, to determine if an LPA is eligible to receive a multi-year contract for funding.
- If conditions are favorable, a multi-year contract would be issued based on the HTFC receipt of 3 years of FY HOME funds.
- The LPAs current contract would be amended to include the future FY funds without the LPA having to re-apply for funding.
- LPAs must perform the same HOME eligible activity that was approved in the original contract.



NEW

Non-profit applicants located in a HOME Participating Jurisdiction:

- Some HOME Local Program funds may be used for eligible activities that are located in a HOME Participating Jurisdictions (HOME PJs).
- Preference will be given to non-profit applicants that directly collaborate/partner with the HOME PJ and the PJ financially contributes to the program or project. The HOME PJ may not be the applicant.
- HOME Local will assist the non-profit to ensure coordination of effort and appropriate subsidy layering.
- The Non-State PJ must contribute funds to the project in an amount that would decrease the typical amount of HOME Local Program funds to be awarded.



Contract Term

- The contract term is two (2) years from execution of the contract.
- Requests for extensions will be limited or not approved.
- LPA's should request only the amount of funding that can be expended within the 2-year time frame.

Capacity and Prior Experience

- Former recipients of OCR funds are subject to an evaluation of prior program funding history, prior program administration performance and organizational capacity.
- Applicants must resolve any and all outstanding monitoring and/or non-compliance issues with the HTFC OCR prior to application.



ADMINISTRATIVE, PROJECT DELIVERY DEVELOPER FEES

- LPAs will be able to access up to 5 % of the total award for administrative purposes and up to 13% of the total award to pay LPA staff costs of project delivery.
- Developers will be able to access up to 18 % of the total award as a developer fee.
- Consultants hired to administer the program on behalf of the LPA must be paid from administrative funds.
- CHDO development programs may not be administered by consultants.

Budget Policy and Budget Worksheets

Please refer to the NYS HOME Local Program Budget Policy and Budget Worksheets for instructions and requirements for creating the program budget.

Use the Budget Worksheet applicable to the activity proposed along with the Budget Policy to create a budget worksheet to upload as CDOL Attachment 2.

The totals from the budget worksheet in Attachment 2 must be used to fill in the budget line items in Exhibit 5B.

- Budget Categories include:
 - Project Costs
 - Project Soft Costs (Developer fee)
 - Staff Costs of Project Delivery
 - Administrative Costs



Budget Worksheets

1. Homebuyer Assistance & Homebuyer Development
2. Homeowner Housing Rehabilitation
3. Manufactured Housing Replacement
4. Rental Rehabilitation
5. TBRA



New York State Grants Gateway Prequalification

- Not-for-profit organizations must be prequalified in order to do business with New York State. In order to prequalify, not-for-profit organizations must submit an online Prequalification Application through the Grants Gateway.

Please note:

- Applicants that are **not** prequalified through the New York State Grants Gateway by the NYS HOME Local Program application deadline will **not be eligible to receive NYS HOME Local program funds**, and any applications submitted to the OCR will be deemed ineligible for review and consideration.



Program Requirements

- HOME Maximum Purchase Price, After Rehab Value, Maximum Property Value Limits
- Weatherization Assistance
- National Environmental Policy Act (NEPA)
- Lead Based Paint Regulations
- Insurance Requirements
- Davis Bacon Related Acts
- Section 3 Requirements
- Property Standards and HTFC Housing Rehabilitation Standards
- Accessibility: reasonable accommodations and modifications
- Equal Employment and Minority and Women Owned Business Participation
- Non-Discrimination
- Uniform Relocation Assistance



Match

- The HOME Program requires that a PJ/grantee provide match in an amount equal to **no less than 25%** of the total of HOME funds drawn down for project costs. No match is required for administrative and planning funds or staff costs of project delivery
- Match is a permanent contribution to affordable housing.
- Match is **not leveraging**. Match is the PJ/grantee contribution to the HOME Program – the local, non-Federal contribution to the partnership.
- Match credits: are a community's non-Federal contribution of cash, assets, services, labor and other resources of value to the HOME Program.



Match

- In the past, HTFC has not required LPAs to provide match, this is a new requirement that was initiated in our 2014-2015 RFP.
- In the past, HTFC has used State funded affordable housing programs (such as AHC and state tax credit funded rental projects) to meet its match requirement with HUD.
- HTFC will continue to use these State funded programs, but also wants to count the available match in the Local Program.

GIVE US YOUR MATCH - IF YOU HAVE IT SO WE CAN COUNT YOUR LOCAL CONTRIBUTION

- As the HTFC will meet its match obligation to HUD through other State funded programs, not meeting the 25% match requirement will not be a threshold requirement nor a scored factor or rating criteria in the application.
- HTFC knows there are many resources that LPAs are contributing to our HOME Local funded programs and projects and we want to be able to demonstrate your local contribution to the State and HUD.
- HTFC is asking LPAs to “give us your match if you have it so we can count it.”



HOME Local Typical Eligible Sources of Match

- Cash or cash equivalents from a public or private **non-Federal** source.
- Value of waived taxes, fees or charges associated with HOME projects.
- Value of donated land or real property.
- Value of donated materials, equipment and labor and professional services.
- Direct cost of homebuyer counseling to families purchasing homes with HOME assistance



Application Resources

HCR website: <http://www.nyshcr.org/Funding/>

- **FY 2016 & 2017 Request For Proposals**
- **FY 2016-2017 HOME Local Program CDOL Application Instructions**
- **NYS HOME Local Program Budget Policy**
- **NYS HOME Local Program Budget Worksheet**
- **HTFC Housing Rehabilitation Standards (rev. June 2006)**
- **2016 NYS HOME Local Program Reference Manual**
- **CHDO Certification**
- **And other related application documents**



Administrative Plans

1. Homebuyer Assistance With or Without Housing Rehabilitation
2. Homebuyer Development Projects
3. Homeowner Housing Rehabilitation With or Without Rental Units
4. Manufactured Housing Replacement
5. Rental Rehabilitation Program
6. Tenant Based Rental Assistance



Rating Criteria

*Total is 100 points, points awarded vary by activity.
Please refer to the RFP for specific points by activity.*

1. Average income level served
2. Persons with special needs targeted
3. Percent below federal poverty level in service area
4. Number of persons below federal poverty level in service area
5. Age of Housing
6. Homeownership Rate in service area
7. Homeownership Affordability Index
8. Tenant Rent Burden (TBRA)
9. Local Market Need
10. Leveraging
11. Administrative Plan responses to questions
12. Experience and Prior Performance
13. Homebuyer Development - Green Building Practices - Energy Efficiency



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



CDOL Application Process

The submission of a NYS HOME Local Program application via CDOL requires five steps:

1. Completing 5 online application exhibits
2. Validating online application exhibits
3. Certifying and submitting online application exhibits
4. Uploading and submitting attachments
5. Certifying attachments.



CDOL Application Overview

The application includes five (5) exhibits:

Exhibit 1 – Application Summary

Exhibit 2 – Program Summary

Exhibit 3 – Needs Statement Summary

Exhibit 4 – Relevant Experience

Exhibit 5 – Budget/Financing Plan

And an Electronic Application Certification



CDOL Application Attachments

The Application includes up to seven (7) possible attachments:

Attachment 1 – Administrative Plan (Required)

Attachment 2 – NYS HOME Local Program Budget
Worksheet (Required)

Attachment 3 – LPA Funding Commitment Letters (Required)

Attachment 4 – CHDO Certification Documents (Required)

Attachment 5 – CHDO Funding Commitments (Required)

Attachment 6 – Homebuyer Development Green Building
Rating System Efficiency Energy Documentation

Attachment 7 – Supportive Services Agency Commitments
(Required)



Exhibit 1 – Application Summary

Funds Requested and Activities/Uses

- NYS HOME Local Program Budget Policy and Budget Worksheet
- LPA/CHDO Housing Development Projects: developer fees
- Activities (see next slide)
- Program detail Info: service area, regional council, latitude & longitude, political districts, income targets, target populations



Exhibit 1 – Application Summary

Activities: The Activity names in CDOL are from last year’s RFP. Use the chart below to select the old activity name in CDOL that corresponds to the new activity name being applied for in this RFP as appropriate. LPAs may select only one eligible activity per application.

	Activity Name in CDOL	6 Activity Names in RFP
1	Homeowner Rehab	Homeowner Housing Rehabilitation With or Without Rental Units
2	Non-CHDO Homebuyer Acquisition of Existing	Homebuyer Purchase Assistance With or Without Housing Rehabilitation
3	Non-CHDO Homebuyer Construction	N/A
4	Manufactured Home Replacement/Homeowner Rehab	Manufactured Housing Replacement
5	CHDO Development/Homeowner (Acquisition of Existing)	Homebuyer Development Projects
6	CHDO Development/Homebuyer (New Construction)	N/A
7	Rental Rehab/Homeowner (1-4 unit)	Rental Rehabilitation Program
8	TBRA	Tenant Based Rental Assistance (TBRA)



Exhibit 2 – Program Summary

- Program Abstract, may be used for press purposes, follow sample text.
- Key staffing and activities.
- Procurement and oversight of subrecipients, consultants and contractors.
- Supportive Service Agency Commitments.



Exhibit 3 – Needs Statement Summary

Information provided in this Exhibit is used to determine the relative need in the program service area, as compared to those in other applications.

- Individual poverty (all applicants)
- Housing Rehabilitation (all applicants)
- Homebuyer Assistance (only Homebuyer)
- Tenant Based Rental Assistance (only TBRA)
- Data Source Recommendations



Exhibit 4 – Relevant Experience

- Complete for each organization and/or subrecipient, consultant, contractor involved in the proposed program
- Provide examples of experience in similar size & scope programs in past 3-5 years
- Need to know the details of the examples (start & end dates, number of units, total cost, etc. to be able to fill in requested info.



Exhibit 5 – Budget/Financing Plan

Please refer to the NYS HOME Local Program Budget Policy and Budget Worksheet to create the program budget to upload as CDOL Attachment 2. The totals from the budget worksheet in Attachment 2 must be used to fill in the budget line items in Exhibit 5B. This Exhibit includes a narrative of the proposed budget.

1. Project Costs
2. Project Soft Costs
3. Staff Costs of Project Delivery (Not for Developers)
4. Administration (Not for Developers)
5. Total: CDOL will total the amounts entered in lines 1 through 4.



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.



Application Tips

Common Deficiencies in Unsuccessful Applications

- The responses to the questions in the administrative plans do not answer the question or response includes unnecessary information.
- Budget narratives do not match budget tables and/or budget is not feasible. Funding amounts proposed are not within eligible limits.
- Unsubstantiated requested amount, incomplete sources and uses.
- Lack of firm commitments for leveraged funds.
- Applicant is not in compliance with prior performance in an OCR contract and no action has been taken to correct.
- Local market in the area to be served does not justify the need for the program/project.



Helpful Hints

Please ask for Technical Assistance !!!

- We can answer all question you may have through the deadline of December 16th. After that, staff will be scoring applications and will no longer be able to address issues related to this RFP.
- The main documents you must be familiar with are the RFP, CDOL Application Instructions (the two go back and forth with each other), Administrative Plan, Budget Policy and Budget worksheet.



Helpful Hints

- See the table of contents in the administrative plan to get overall format.
- Read the entire administrative plan and inserted questions before responding.
- Meet with staff and program partners to discuss and determine **how the program will be administered.**
- The “**how**” must be decided in order to respond to the questions in the administrative plan.

Helpful Hints

- Don't over think the questions in the administrative plans, some require very short answers.
- Pay attention to language in the administrative plan that is directly above or below the questions.
- Demonstrating that there is a local market need (using recent, relevant local data) for the program being proposed is important



Announcements

- **HOME Local MHR vs. State MMHR**
- **HOME Local Rental Housing Rehabilitation vs upcoming Small Rental Projects RFP**
- **Housing rehabilitation and environmental review: don't mention housing rehabilitation if not part of the HOME funded program**
- **The proposed schedule in admin plans for Rental Housing Rehabilitation and Homeowner Housing Rehabilitation With or Without Rental Units have been corrected, look for “schedule corrected” in file name.**
- **Section 3 Participation Plan will be executed with the awarded contract**
- **Affirmatively Furthering Fair Housing (AFFH) question must be fully answered in the administrative plan.**



Question and Answer Session

Wrap Up

- Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org
- Please include **HOME Local Application** in the subject line of your e-mail.
- See Q&A spreadsheet with questions from this RFP answered by HOME Local staff, to be posted on the HCR website.
- Thank you, we welcome your applications to provide affordable housing opportunities in your community with NYS HOME Local Program funds!

