



NEW YORK STATE
Homes &
Community
Renewal

OFFICE OF COMMUNITY RENEWAL

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NEW YORK STATE
HOUSING TRUST FUND
CORPORATION

OFFICE OF COMMUNITY RENEWAL

2011

NY HOME, ACCESS TO HOME
AND RESTORE PROGRAM

*Annual Competitive
Application*

ANDREW M. CUOMO, Governor
DARRYL C. TOWNS, Commissioner/CEO

Unified Funding 2011
Request for Proposals

NYS Housing Trust Fund Corporation
New York State HOME Program (LPA)
Access to Home Program
RESTORE Program

I. INTRODUCTION

The NYS Housing Trust Fund Corporation (HTFC) invites applications for housing assistance through the 2011 Unified Funding (UF2011) process. This Request for Proposals (RFP) describes the application requirements and selection criteria for the programs listed above. These programs (collectively known as Local Program Administrator or “LPA” programs) provide funding for the rehabilitation of owner-occupied and rental housing, homebuyer assistance, tenant based rental assistance, accessibility modifications, and emergency repair of housing owned and occupied by persons over age 60. Potential applicants should review the specifics of each program to determine which best meets the needs of the community to be served.

Funding levels expected for the LPA programs are:

- \$20 million for the New York State HOME Program (HOME LPA);
- \$4 million for the Access to Home Program;
- \$2 million for the Residential Emergency Services to Offer Repairs to the Elderly Program (RESTORE).

Section III. Program Specific Information provides a description of each of these programs. **Section V. Evaluation and Selection** describes the process and explains the evaluation and/or processing aspects specific to each program.

This RFP describes the requirements for LPA applications. A Request for Proposals for HOME funding for capital projects has been issued separately from this RFP and can be found on the New York State Homes and Community Renewal (HCR) web site at www.nyshcr.org. Contact the HCR representative listed at the end of this RFP for more information on technical assistance.

This RFP explains the process by which HTFC evaluates applications requesting funding. While much of the application review process is the same for all programs, each program has its own evaluation criteria and the review steps may vary. At the completion of this funding round, applicants that did not receive an award may request an exit conference to review their unfunded application. Potential applicants may request technical assistance from HCR representatives.

Applicants apply for LPA funding using HCR’s Community Development On-Line System (CDOL). Applicants are strongly encouraged to submit applications using CDOL in order to expedite application processing.

II. APPLICATION DEADLINES AND GENERAL REQUIREMENTS

A. Application Submission Deadlines

Applications for HOME LPA, Access to Home, and RESTORE funding must be submitted to CDOL by 4:00 PM, EST, Friday, April 29, 2011. Any application received after this deadline will be considered a late submission and will not be processed.

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the CDOL. Requests for approval to submit a paper application must be sent to:

**NYS Homes and Community Renewal
Office of Community Renewal
Hampton Plaza, 9th Floor
38-40 State Street
Albany, NY 12207**

All applicants must use the 2011 application. Only applications submitted electronically using CDOL or the 2011 paper application will be accepted for review. For those applicants with prior approval to submit a paper application, applications will be accepted only at the address stated above. Paper applications received after 4:00 PM, EST, Friday, April 29, 2011 will be considered late and will not be processed. Applicants should refer to the **Application Instructions** to determine the Exhibits and Attachments required for the program(s) from which funding is being requested

B. Co-funding Initiative

Applicants that require multiple sources of funding to address a comprehensive revitalization initiative are encouraged to apply for more than one Office of Community Renewal (OCR) program to co-fund such initiatives.

Applicants may use the resources of more than one OCR program to meet the match requirements for New York State Main Street (NYMS) and Affordable Housing Corporation (AHC) Programs and to fund comprehensive revitalization initiatives within an identified neighborhood, commercial district or a similar target area. A comprehensive revitalization initiative is a strategy that encompasses multiple community development activities that can be addressed through the use and coordination of OCR funding resources. HCR supports concentrated investments where a greater impact may be realized. For example, applicants may apply for AHC funds for the rehabilitation of housing stock within a target area; at the same time they can apply for Community Development Block Grant (CDBG) funds for infrastructure improvements within the same target area to benefit the overall project within the target area.

Applicants that propose activities that are not within an identified neighborhood, commercial district or similar target area will not be considered for co-funding. Applicants seeking such funding must demonstrate the need for multiple funding sources and the administrative capacity to complete the program within the specified timeframe. Applicants seeking funding from more than one OCR program for the same activity are discouraged.

Applicants participating in the Co-funding Initiative must submit a complete application for each OCR program according to each of the program's requirements by the stated application deadline. Applicants electing to submit a proposal for HOME and AHC Home Improvement funds must submit a joint application via CDOL.

C. Unified Funding Prior History, Organizational Capacity and Past Performance

Applicants are strongly advised to select programs that can be started upon award and completed within the term of the HTFC grant agreement, which is **three years**. Applicants should not apply for a program that cannot be completed or an amount of funding that cannot be expended within the term of the HTFC grant agreement. Funds that are not expended within the term of the grant agreement are subject to deobligation/recapture.

Grantees of OCR housing and community development funding (NY Main Street, HOME, RESTORE, CDBG, Access to HOME, and AHODP) are subject to an evaluation of program funding history, capacity and performance, and must resolve all outstanding audit, monitoring and/or non-compliance issues that involve a violation of Federal, State or local regulations, and/or program and OCR requirements prior to the submission of an application for funding.

Prior to submitting an application for funding, OCR grantees should evaluate the progress of their open grant portfolio to determine if additional funds are warranted at this time. For each open grant, applicants should evaluate the progress of the program in terms of the achieving the accomplishments set forth in the OCR-approved application, as amended and the HTFC grant agreement. Factors such as the rate of expenditure during the term of the HTFC grant agreement, the number of extensions requested and approved, and compliance with the HTFC grant agreement should be used to determine satisfactory performance. Applicants may be negatively impacted by unsatisfactory performance or may be determined to be ineligible for a grant when its performance evidences significant lack of capacity to carry out the proposed project or program as required and according to the applicable laws, regulations, policies and procedures governing that OCR program.

HTFC reserves the right to not consider for funding those applicants that are not in compliance with existing State contracts.

D. General Requirements and Other Application Materials

This RFP provides only a portion of the information and materials needed by applicants. Other materials, available from the HCR website, are:

1. HTFC HOME Local Program UF 2011 Application Instructions
2. Access to Home UF 2011 Application Instructions
3. RESTORE Local Program UF 2011 Application Instructions
4. CDOL application system instructions
5. Local Programs Manual
6. NYS Housing Trust Fund Corporation Rehabilitation Standards (rev. June 2006)
7. Access to Home Frequently Asked Questions
8. Unified Funding 2011 Reference Materials

HCR staff is available to answer questions from prospective applicants about proposals and about this RFP. In addition, applicants may review applications which were funded in prior funding rounds on the HCR website at:

<http://nysdhcr.gov/Funding/Awards/UnifiedFunding/2010LocalProgramAwards/>

HTFC reserves the right to award all, a portion of, or none of a program's funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, and an applicant's ability to advance the State's housing goals. HTFC also reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding to a program. HTFC reserves the right to award less than the requested amount. Please see **Section V. A. 1. Goals and Objectives** for general funding criteria.

Applicants should consider the housing and community development needs articulated in the Statewide Housing Needs Study 2009 and all of the Housing Needs Study Regional Reports (2008-2009) produced by HCR, when preparing applications for this funding round. These reports are available on HCR's website at www.nyshcr.org.

E. Equal Employment Opportunity/Minority and Women Owned Business - Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of the Article.

All contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects funded by HTFC pursuant to Section 313 of the Article.

III. PROGRAM SPECIFIC INFORMATION

A. THE NEW YORK STATE HOME PROGRAM

HTFC provides HOME LPA funds to units of general local government (state recipients), and not-for-profit corporations and public housing authorities (subrecipients) to administer housing rehabilitation, homebuyer assistance, and tenant-based rental assistance programs. Collectively, state recipients and subrecipients are referred to as "LPAs." HTFC also provides funding for community housing development organizations (CHDOs) for new construction or acquisition and rehabilitation of single-family (1-4 unit) housing for sale to low-income homebuyers.

HTFC expects to make \$20 million in HOME LPA funds available to local program applications submitted under UF 2011. Funding for site-specific capital project applications is available through a separate Request for Proposals. This RFP describes the funding process for HOME LPA applications. Contact the HCR representative listed at the end of this RFP for more information on technical assistance.

The maximum HOME LPA award will be \$750,000, except for awards for CHDO homeownership development, which will generally be limited to a maximum of \$1,000,000. Applicants must have successfully administered similar programs in the past and must demonstrate the organizational capacity to effectively utilize the amount of funding requested. **Because all program agreements will be limited to three years, LPAs should request only the amount that they anticipate that they will be able to expend within a three year period.** Up to 8% of the award amount may be used by awardees for administrative costs, except that CHDOs are not eligible for administrative reimbursement but qualify for a project developer fee (see CHDO Home Ownership Projects below). The minimum amount of a HOME LPA funding that may be requested is \$100,000.

Federal requirements that apply to all HOME Program activities - It is one of the purposes of the HOME Program to give, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, job training, employment, contracting and other economic opportunities to low- and very low-income persons and locally owned enterprises, pursuant to Section 3 of the Housing Act of 1937. Federal law and regulations require that recipients of federal funds in excess of \$200,000 for construction or rehabilitation projects and their contractors agree to comply with the provisions set forth at 24 CFR Part 135.

Applicants are also reminded that HOME funded projects with 12 or more units are subject to Federal Labor Standards regulatory requirements (Davis Bacon Related Acts).

HOME-assisted activities are subject to the provisions of the National Environmental Policy Act. **Please note that HOME awardees cannot commence construction of a potential project until HTFC has approved the project's environmental review.**

Applicants requesting funds for the rehabilitation of partially or fully occupied properties must demonstrate that the proposed work will have the effect of correcting substandard conditions which preclude lawful occupancy of the units in their current condition (i.e. code violations, or health and safety hazards). All HOME-funded activities must meet HTFC rehabilitation standards upon completion.

Applicants may request HOME funds for the following activities:

1. Housing Rehabilitation Programs - Applicants may request funds for programs that provide moderate 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. Applicants must demonstrate substantial experience and satisfactory prior performance with the HOME Program or with programs of similar complexity and scope.

Applicants proposing rental rehabilitation programs (investor-owned rental housing) that provide assistance for moderate rehabilitation of small (10 units or fewer) rental projects are also eligible. Applicants may not request HOME LPA funding for rental property that they plan to own upon completion of the project. Rental units receiving assistance with HOME funds are subject to additional regulatory requirements, and are primarily intended for occupancy by households with incomes at or below 60% of area median income. All housing rehabilitation awards will be limited to a \$50,000 per unit cap.

2. Homebuyer Assistance Program - Applicants proposing to provide down payment or closing cost assistance to first-time home buyers, with or without rehabilitation, may request HOME funds. HTFC requires that HOME-assisted units meet HTFC rehabilitation standards at project completion, so it is expected that most homebuyer assistance programs will involve a rehabilitation component. Homebuyer programs must also include an effective home ownership counseling component to enable assisted buyers to avoid sub-prime and predatory lending and become successful home owners. Programs that target existing residents of public housing and manufactured housing (to assist in the purchase of non-manufactured housing) are encouraged. All homebuyer assistance awards will be limited to a \$50,000 per unit cap.

3. CHDO Home Ownership Projects - A minimum of fifteen per cent of total HOME Program funds made available to the State will be reserved for Community Housing Development Organizations

(CHDOs). CHDOs applying to develop single family (1-4 unit) home ownership projects are rated according to the criteria described in **Section VI Program-Specific Rating Criteria**.

CHDO home ownership development applicants must use the HOME LPA application, and may not receive more than \$60,000 in HOME Program funds per unit. HTFC will limit CHDO homeownership awards to \$1,000,000, except where HTFC determines that it is in the public interest to award a higher amount. **Because all program agreements will be limited to three years, CHDOs should request only the amount that they anticipate that they will be able to expend within that three year period.** CHDO home ownership developers will be subject to additional underwriting requirements but will also be able to access funds for pre-development expenses. CHDOs that successfully develop new home ownership housing, or acquire, rehabilitate, and sell vacant substandard existing housing to eligible households in a timely manner will be eligible to receive a developer fee based on the development cost of the proposed project.

CHDO Home Ownership Project applications are subject to the following limitations:

- The proposal must be for new construction or rehabilitation of vacant, substandard, single family housing (1-4 unit buildings);
- The CHDO must obtain project financing, rehabilitate or construct the dwelling units, and have title to the property during the rehabilitation/construction period. The HOME loan obligation is transferred to an eligible homebuyer upon project completion. If the CHDO will not hold title to the property during construction, it must enter into a contractual obligation with another entity, such as a subsidiary organization, that will own the property until it is sold to the homebuyer; and

The proposal must identify a source of construction financing other than HOME Program funds. HOME Program funds may be used only as permanent financing. CHDOs interested in applying for Housing Development Fund (HDF) Program loan funds for construction financing should contact their HCR representative for information on HDF application requirements. All CHDO applications to develop rental housing **must** be submitted using the 2011 HCR Unified Funding **Capital Project Application**. Please note that technical assistance is available for CHDOs. Contact the HCR representative listed at the end of this RFP for more information on technical assistance.

4. Tenant-based rental assistance (TBRA) - Applicants may request funding for TBRA. All units receiving TBRA must meet HTFC property standards. All tenant-based rental assistance programs will be limited to a \$50,000 per unit cap.

B. THE ACCESS TO HOME PROGRAM - The Access to Home Program provides funding to make accessibility modifications to existing dwelling units occupied by low-income persons with disabilities, especially in cases where providing modifications will prevent a person with disabilities or mobility limitations from having to move to an institution, or enable a person with a disability or mobility limitation who is currently institutionalized to return to his or her dwelling unit.

HTFC expects to make \$4 million available for the Access to Home Program under UF 2011. The maximum award amount will be \$300,000. The minimum amount of funds that may be requested is \$100,000. Up to 7.5% of each award may be used by awardees for administrative costs. Assistance is limited to a maximum of \$25,000 per unit cap. The program agreement term will be limited to three years.

Applicants must be a municipality, a not-for-profit community-based organization, or other entity incorporated pursuant to the not-for-profit corporation law that has been in existence for at least one year. Awardees will assume administrative responsibility for evaluating and selecting projects to be assisted, entering into program agreements with participating owners, ensuring compliance with all state and local laws and regulations, and ensuring successful completion of all assisted projects.

Preference will be given to proposals that demonstrate a need for accessibility improvements in the service area and demonstrate the capacity to complete the proposed program in a timely manner.

The following activities are eligible for Access to Home funding:

- Installations of ramps, lifts, and other similar measures to permit access to an existing residential unit from the exterior of the building;
- Modifications to kitchens and bathrooms in existing residential units to provide access to persons with mobility limitations or disabling conditions;
- Interior accessibility modifications to existing residential units that will permit access within the unit for persons with mobility limitations or other disabling conditions;
- Installation of devices to permit safe use of an existing residential unit by persons with hearing or visual impairments;
- Any necessary architectural and engineering work, testing of assisted units for environmental, health and safety purposes, and other professional services necessary for the installation of accessibility modifications in existing residential units;
- Staff costs for delivery of program accessibility modifications in an eligible unit; and
- Other activities required to install accessibility modifications in existing residential units.

Both rental and owner-occupied housing may be improved with Access to Home program funds. LPAs providing assistance for rental units must ensure that Access to Home funds are not used to replace other resources available to building owners. Owners who are obligated to provide accessibility improvements as a condition of receiving other governmental assistance may not use Access to Home funds to pay for those improvements.

LPAs must ensure that modifications are done in compliance with all state and local codes and ordinances, and that all applicable health and safety standards are met. LPAs must not commence installation of modifications in units with known health and safety hazards (such as observable lead paint hazards in units occupied by children) until other funding can be identified to address the hazards. While LPAs are encouraged to utilize Access to Home funding with other funding sources, it is the applicant's responsibility to ensure compliance with design requirements, codes, ordinances, and requirements of other funding sources.

C. THE RESIDENTIAL EMERGENCY SERVICES TO OFFER (HOME) REPAIRS TO THE ELDERLY (RESTORE)

RESTORE provides funds for the cost of emergency repairs to eliminate hazardous conditions in homes owned by elderly persons who cannot afford to make needed repairs in a timely fashion. Eligible applicants are not-for-profit corporations and municipalities, including counties.

HTFC expects to make \$2 million available for the RESTORE Program under UF 2011.

The amount requested may not exceed \$75,000. For non-profit organizations, up to 7.5% of each award may be used for administrative costs. For municipalities, up to 5% of each award may be used for administrative costs. Assistance is limited to a lifetime maximum of \$7,500 per building. Awardees are allowed fifteen months to fully expend all RESTORE program funding,

Preference will be given to proposals that demonstrate a need for an emergency repair program in the service area and have the organizational capacity and resources to complete the proposed program in a timely manner.

IV. TECHNICAL ASSISTANCE

Applicants are encouraged to request technical assistance from the appropriate HCR staff to discuss a proposal at any time prior to submission of an application. Applicants seeking assistance with CDOL should contact HCR's Management Systems and Research unit at MSR@nyshcr.org. Any assistance with, or specific questions regarding the Unified Funding process (with the exception of HCR's completeness review) is only available prior to the submission of applications.

V. EVALUATION AND SELECTION

A. General Review Criteria

1. Goals and Objectives - HCR will evaluate the investment of the resources made available through this RFP using the following three criteria: fundamentals, leverage, and outcomes. This framework accommodates all scoring criteria currently utilized by HCR. These decisions will also be made in the context of a competitive process. To the extent feasible, HCR will allocate its resources to meet housing needs and achieve a geographic distribution of funding across the State, while promoting community development policies that emphasize the needs of underserved communities and which advance smart growth principals and healthy living environments.

Fundamentals consider the basic components of any investment – feasibility, team experience, program structure, etc. In this RFP it also considers certain threshold requirements specific to each resource. HCR will evaluate, among other things not only whether the investment is feasible but for our investment; whether the all the necessary components are identified and committed and whether the applicant has the proven experience and team members to successfully complete the investment. Leverage considers whether the HCR investment leverages significant outside resources such as third party funds, local funds and/or local support. Outcomes consider policy goals achieved by a particular investment. HCR will evaluate whether the application proposes a quality program that efficiently responds to the needs of the community by producing a producing a transformative effect or sustains a more livable community.

All awards made as part of this RFP must be in conformance with the State's Consolidated Plan and further one of its Strategic Plan objectives. The Consolidated Plan Strategic Plan objectives are available on the HCR website at <http://nysdhcr.gov/Publications/>

2. Smart Growth – Please note that the New York State Housing Trust Fund Corporation is subject to the Sate Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and must, to the extent applicable, make funding decisions consistent with the provisions of the Act.

3. Applicant Past Performance - An applicant's past and current performance in State programs and contracts will be considered in HTFC decision-making. HTFC reserves the right to not

fund any application if it has been determined that the applicant is out of compliance with existing State contracts and has not taken satisfactory steps to remedy such non-compliance.

B. Unified Funding Processing Steps

1. Application Receipt - Applications are assigned an identification number and undergo a series of reviews depending upon the type of assistance and the program from which the funds are requested.

2. Completeness Review - Applicants who submit incomplete applications will be notified by fax or by email, within 10 business days from the deadline for applications. Applicants will have 10 business days from the date of first receipt of the notice to provide all missing or incomplete documentation. Applications deemed incomplete after the 10-day period allowed for providing missing or incomplete documentation will not be reviewed further. After awards are made, applicants that submitted incomplete applications, and did not resolve all deficiencies, will receive an Application Review Letter listing the reason(s) the application was not funded (see Step 8, below).

An incomplete application is one that is missing required exhibits and/or attachments or that contains unsigned certifications. Application exhibits and attachments used primarily for rating purposes will not be requested in a notice of incomplete application. It is the sole responsibility of the applicant to make sure that applications address all relevant selection criteria.

Note: HTFC in its sole discretion will discontinue processing applications that it determines to be substantially incomplete. Substantially incomplete applications are those in which a minimum of 30% of the required exhibits and/or attachments are missing from the initial application submission.

3. Eligibility Review - Applications are reviewed according to statutory eligibility criteria which are summarized in the matrix on the following page. **Applications that fail to meet all of the statutory criteria will not be reviewed further**, and an Application Review Letter will be issued to the applicant.

Unified Funding Local Programs Eligibility Matrix

Category	HOME	RESTORE	Access to Home
Applicant	LPAs: Units of general local government (counties, cities, towns, and villages) that are not HUD-designated participating jurisdictions; not-for-profit corporations, and housing authorities; CHDOs applying to develop home ownership projects.	Not-for profit corporations and municipalities, including counties.	Not-for-profit community-based organizations, municipalities, counties and other entities incorporated pursuant to the Not-For-Profit Corporation Law which have been in existence for at least one year prior to program agreement execution.
Area	Entire State: A minimum of 80% of the funds available (after the 15% CHDO set-aside) to projects located in non-Participating Jurisdictions.	All areas of the State are eligible.	All areas of the State are eligible.
Project	Residential dwellings only; new construction, substantial or moderate rehabilitation; new manufactured home replacement, homebuyer assistance and tenant-based rental assistance.	Any repairs to 1-4 unit residential dwellings owned by an elderly homeowner that correct any emergency housing condition.	Residential dwellings only; accessibility modifications to units occupied by low- and moderate-income persons with disabilities, especially when such modifications would allow a disabled person to remain in, or return to, the unit, rather than being institutionalized. Both rental and owner-occupied residences are eligible for assistance.
Costs	Any customary development hard costs, acquisition, related soft costs, relocation costs, and costs related to tenant-based rental assistance. If more than one source of HOME funds, total HOME funds from all participating jurisdictions must be within published HOME subsidy limits. HTFC assistance is limited to \$50,000 per unit. For CHDO home ownership development, assistance is limited to \$60,000 per unit.	Work can only include repairs to correct an emergency housing situation. Typical repairs address furnace, roof, electrical and water problems. Assistance is limited to \$7,500 per building.	Actual and necessary cost of accessibility improvements such as ramps, lifts, handrails, grab bars, relocation costs, testing for environmental, health and safety purposes and related soft costs. Assistance is limited to \$25,000 per unit.
Occupants	All HOME funds must benefit households at or below 80% of area median income; 90% of all rental units (including rental assistance) must benefit households with incomes at or below 60% of area median income.	Homeowners aged 60 or over. Recipient must occupy the building and have a household income of less than 80% of the area median income. Tenants not restricted by age or income.	Assisted units must be occupied as the permanent residence of a household with income at or below 80% of area median income (120% of area median income for veterans with a disability), and include individuals who have a physical disability or have substantial difficulty with daily living activities due to aging.

4. Rating and Ranking - Each application is scored on criteria derived from the statutory, regulatory and policy considerations of the program(s) from which funds have been requested, including the application's consistency with HCR's Investment Strategy and the State Consolidated Plan. Application ratings are based only on the application materials received by the submission deadlines. The rating criteria used for specific programs are presented in **Section VI. Program-Specific Rating Criteria**.

5. Feasibility Reviews - A feasibility review will be conducted when an applicant requests HOME CHDO funds. In order to be considered for feasibility, an application must identify an eligible site for the proposed project and provide evidence of site control.

Underwriting reviews will also be conducted for all complete and eligible HOME CHDO applications. Underwriting reviews are intended to ensure that:

- a. the applicant has established that sales prices are reasonable for the neighborhood where the project is located;
- b. the applicant has established that market support exists at the sales price structure proposed;
- c. the applicant demonstrates that all proposed projects will be affordable to buyers at the targeted income level, given proposed principal, interest, taxes, insurance (PITI) and utility costs;
- d. the applicant has documented that the projected PITI and utility costs are reasonable, based on similar type projects;
- e. the applicant proposes HOME financing for project costs which are eligible under the source(s) cited in the application (24 CFR, Part 92, Subpart E);
- f. if the project includes rental units, the proposed rents meet the requirements of the HOME Program (24 CFR, Part 92, subpart F); and
- g. the proposed costs do not exceed the HOME Program valuation and subsidy limits (24 CFR, Part 92, Subpart F) .

6. Funding Recommendations - HCR staff make recommendations to the HTFC Board of Directors to fund feasible applications from available funds in rank order on the basis of rating criteria described below.

The following steps are also followed in recommending HOME program applications:

- a. first, all CHDO applications will be placed in rank order and selections made until the 15% CHDO set-aside is met;

- b. next, applications located outside of Participating Jurisdictions will be placed in rank order and selections made until the minimum 80% requirement is met; and
- c. finally, all of the remaining applications will be placed in rank order and selections made until funds are exhausted.

7. HTFC Board Approval - Awards must be approved by the HTFC Board of Directors prior to entering into a program agreement.

8. Application Review Letter - The letter will be issued to inform the applicant of the status of its application:

- a. Selected for Funding
- b. Placed on a Wait List
- c. Not Selected for Funding

Unsuccessful applicants will have the opportunity to review HCR's evaluation of their application. Applicants should schedule an appointment with the appropriate HCR staff to review their application and its evaluation. Technical assistance will also be available.

9. Program Agreement - LPAs selected for funding may be asked to revise parts of their proposal prior to issuance of a Grant Agreement. After any required revisions are submitted and approved, a program agreement will be issued. However, for HOME and Access to Home program awards, HTFC will not execute the Grant Agreement or process disbursement requests until all required environmental reviews are completed. Applicants are reminded that construction activity must not begin until they are notified of HTFC's environmental approval for the proposed activity.

10. Implementation Meeting - LPAs may be asked to attend a program implementation meeting.

11. Processing Time Frames - HTFC expects to enter into a program agreement within 45 business days of the LPA's compliance with all submission requirements, including HTFC's environmental review.

VI. PROGRAM-SPECIFIC RATING CRITERIA

A. HOME Program

Each HOME LPA application that is determined to be complete and eligible will be scored on a 100-point scale, based on the criteria listed below.

1. Average income level served - Applications are rated on the extent to which they propose deeper income targeting than required by statute.

- a. State recipient and subrecipient applications (5 points)** - To achieve the maximum score on this criteria, applicants must propose to only assist households with incomes below 50% of area median income. Those that target an average below 60% of area median income will receive an intermediate score. Those that do not target below the statutory minimum will not receive any points. Please be advised that additional income targeting is required for rental units assisted with HOME funds.

– or –

b. CHDO home ownership applications (5 points) - To achieve the maximum score on this criteria, applicants must propose to only assist households with incomes below 60% of area median income. Those that do not target below the statutory minimum will not receive any points. Please be advised that additional income targeting is required for rental units in CHDO projects assisted with HOME funds.

2. Persons with special needs targeted (5 points) - Programs that target 15% of assisted units to households which include members of one of the eight targeted groups-listed in Unified Funding Reference Materials (available on the HCR web site), but do not provide evidence of a service contract or written referral agreement with a local service provider that serves persons with special needs, will receive three points. Programs that propose targeting 15% or more of units to a targeted group, and provide evidence of a service contract or written agreement, will receive five points.

3. Percent below federal poverty level in program service area (5 points) - Programs in areas with the highest percentage of persons below the poverty level compared to service areas of other applications, will receive the most points. Programs in areas with the lowest percentage of persons below the poverty level compared to service areas of other applications, will receive the least points.

4. Number of persons below federal poverty level in program service area - (5 points) Programs in areas with the greatest number of persons below the poverty level, compared to service areas of other applications, will receive the most points. Programs in areas with the least number of persons below the poverty level compared to service areas of other applications, will receive the least points.

5. Housing age, tenure, and affordability - Need for rental and owner-occupied housing rehabilitation programs is evaluated in part based on the age of housing in the service area. Need for home ownership programs is evaluated in part based on the rate of home ownership in the service area and the relative affordability of for-sale housing in the service area. Need for tenant-based rental assistance programs is evaluated in part based on the percentage of renter households in the service area that are rent-burdened and the relative affordability of rental housing in the service area.

a. Age of housing (5 points) - Rehabilitation programs in areas with the highest percentage of housing units built before 1960, compared to other applications received, will receive the most points.

– or –

b. Homeownership rate in program service area (5 points) - Programs in areas with the lowest percentage of owner-occupied units, compared with other applications received, will receive the most points. The relationship between the costs of home ownership relative to income as compared to other applications will also be considered.

– or –

c. Tenant Rent Burden (5 points) - Programs in areas where more than 80% of renter households pay more than 30% of their income for rent will receive the most points. Programs located in areas where between 41% and 80% of renter households pay more than 30% of their

income for rent will receive an intermediate score. Programs in areas where less than 41% of all renter households pay more than 30% of income for rent will receive the lowest score.

6. Affordability index (5 points) - The Affordability Index is one data component that will be used to gauge the housing cost of an area for all HOME programs. Programs in areas where very low-income tenants have less than 85% of the income needed to rent a unit at the federal Fair Market Rent level will receive the most points. Programs in areas where very-low-income tenants have 85% to 105% of the income needed to rent a unit at the federal Fair Market Rent level will receive an intermediate score. Programs in areas where very low-income tenants have more than 105% of the income needed to rent a unit at the federal Fair Market Rent level will receive the fewest points.

7. Leveraging (10 points) - Measures the ratio of HCR/HTFC funds required for permanent financing. Owner-occupied rehabilitation programs in which 50% or less of total program costs will be provided by HCR/HTFC funds will receive the most points. Rental rehabilitation programs that require owners to provide a match equivalent to 25% of total project costs will receive the most points. Homeownership and rental assistance programs where 20% or less of total program costs will be provided by HCR/HTFC funds will receive the most points. TBRA would leverage resources rather than funds by having a demonstrated, established relationship to transition the recipients to permanent vouchers plus counseling and supportive services for TBRA recipients.

8. Administrative plan (10 points) - Administrative plans will be reviewed to assess the adequacy of the proposed staffing plan, outreach and selection procedures, construction management procedures, and procedures for compliance with other federal requirements. Plans determined adequate in each of these respects will receive the full ten points. Those with major deficiencies, or where not all required elements have been addressed, will receive a lower score or no score.

9. Experience and prior performance - Applicant experience with the HOME Program and similar housing programs will be evaluated as an indication of the likelihood of successful program completion.

a. State recipients and subrecipients (10 points) - For applicants that have **not** administered a NYS HOME Program award during the past five years, experience administering other programs of the type proposed (e.g., housing rehabilitation) will be evaluated. Applicants that have administered at least at least two other comparable programs during the past three years, with funding amounts equal to the proposed program, will receive the most points. Applicants that have less experience, or that have only administered more limited programs, will receive fewer points.

Applicants that **have** previously received a New York State HOME Program award and are in good standing with HTFC will receive ten points unless any of the following thresholds have been missed:

- Any fiscal year 2006 or earlier program agreement not fully expended – minus two points;
- Any fiscal year 2007 or earlier program agreement not fully committed – minus two points;
- Any fiscal year 2008 or earlier program agreement less than 50% expended – minus two points;

- Any fiscal year 2009 or earlier program agreement less than 50% committed – minus two points;
- Any fiscal year 2010 or earlier program agreement that is not executed or has not received environmental clearance – minus two points.

Consultant and applicant staff experience is considered in rating this criterion. Applicants with multiple awards in any one year will lose two points for each milestone missed for any single program agreement.

– or –

b. CHDO home ownership applicants (10 points) - For CHDO applicants that have **not** administered a NYS HOME Program award during the past five years, experience administering similar programs will be evaluated. Applicants that have developed at least two other homeownership projects during the past three years, with funding amounts equal to the proposed project, will receive the most points. Applicants that have less experience will receive fewer points.

Applicants that **have** previously received a New York State HOME Program award and are in good standing with HTFC will receive ten points unless any of the following thresholds have been missed:

- Any UF 2005 or earlier CHDO program agreement not fully expended – minus two points;
- Any UF 2006 or earlier CHDO program agreement not fully committed – minus two points;
- Any UF 2007 or earlier CHDO program agreement less than 50% expended – minus two points;
- Any UF 2008 or earlier CHDO program agreement less than 50% committed – minus two points,
- Any UF 2009 or earlier program agreement that is not executed or has not received environmental clearance – minus two points.

10. Readiness - Applicants are rated on the basis of the CHDO project/program’s readiness.

a. CHDO funding commitments/readiness (10 points) - CHDO applications are rated based on project readiness.

- Projects where all required public approvals are in place and all financing required to construct the project is committed (as evidenced by executed funding commitments) will receive 10 points.
- Projects where either firm commitments or public approvals are in place (but not both) will receive 5 points.
- Projects where financing is applied for but not committed, and that require public approvals that are not yet secured, will receive 0 points.

– or –

b. State recipient or Subrecipient commitments/readiness (10 points) - State recipients and subrecipients are rated based on program readiness.

- Programs that demonstrate a complete understanding of the process (including federal and State laws) with systems in place for intake, processing, monitoring, etc. will receive 10 points.
- Programs that demonstrate a complete understanding of the process (including federal and State laws) but do not have systems in place for intake, processing, monitoring, etc. will receive 5 points.
- Programs that do not demonstrate a complete understanding of all processes will receive 0 points.

11. Energy Conservation - Applications that propose to follow a comprehensive plan for reduction of energy use in assisted units will receive up to 5 points. Points will be awarded based on the adequacy of the Energy Use Reduction Plan included with the application for funding and the extent to which energy reduction measures will be incorporated into all units. See Attachment 2 for guidance on format of energy reduction plans and a list of elements that must be included.

a. Housing rehabilitation, home ownership and rental assistance (5 points) - Applicants must submit a comprehensive energy use reduction plan to receive points for this criterion. Applications that provide a plan to include energy conservation measures in work scopes of all assisted units will receive five points if the plan addresses all required elements. Those that propose that at least 60% of assisted units receive energy modifications according to the plan, or which have some minor deficiencies, will receive 3 points. All other applications, including those where the plan is determined to have significant deficiencies, will receive 0 points.

– or –

b. New construction (5 points) - CHDO home ownership applicants proposing a new construction project will meet this criteria by demonstrating that all assisted units either qualify as ENERGY STAR labeled homes or, for multifamily cooperative or condominium projects, meet the requirements of the New York State Energy Research and Development Authority (NYSERDA) Multifamily Building Performance - New Construction program (if available).

Applicants proposing single-family (1-4 unit) development will receive five points if they submit an executed agreement between the applicant and a builder that is participating in the NY ENERGY STAR Labeled Homes Program that is conditioned upon issuance of the Energy Star label and compliance with all other requirements of that program. The NY ENERGY STAR Labeled Homes Program is administered by NYSERDA in most parts of the State, and by the Long Island Power Authority (LIPA) in Nassau and Suffolk Counties.

Applicants proposing multifamily home ownership development will receive five points if they submit an executed agreement between the participant and an approved performance partner that that is conditioned upon NYSERDA approval upon completion of the project and compliance with all other requirements of that program.

Projects in areas not eligible for participation in LIPA or NYSERDA programs will be required to submit evidence that the energy efficiency of the project is 30% or greater than that required by the NYS Energy Conservation Code, as evidenced by the completion of the NYS version of REScheck (www.energycodes.gov).

Note: NYSEDA technical assistance funding may also be available to applicants in non-SBC municipalities. Applications which incorporate energy efficiency measures in the proposed project but do not meet the criteria set forth in the Energy Efficiency criteria will not receive these incentive points. Contact the appropriate HCR staff for more information.

12. Green rehabilitation / green building practices - LPAs and CHDOs proposing to use HOME funds for rehabilitation or construction activities will receive points based on the extent to which their plan to follow “green” construction practices addresses all required elements. See Attachment 2 of the application for guidance on format of Green Rehab and green building plans and a list of elements that must be included.

a. Rehabilitation and homebuyer applications (5 points) - Applicants proposing programs that will involve rehabilitation of existing buildings will receive up to five points if they submit a plan to incorporate “Green Rehab” practices into their program activities. Green Rehab practices must be followed for all work, whether funded by HTFC or not, in all assisted buildings.

Points will be awarded based on the extent that elements of the plan are addressed in a satisfactory manner.

- Plans that adequately address indoor air quality, moisture control, construction waste management, and other required elements will receive five points;
- Plans that address most, but not all required elements, and do not have other serious deficiencies, will receive three points.
- Plans that address five or fewer of these elements, or which are determined to be significantly deficient in other respects, will not receive any points.

– or –

b. CHDO new construction applications (5 points) - Up to five points will be awarded to an applicant who documents that their project will meet the mandatory criteria and standard criteria listed in the Green Building Criteria Checklist. Points will be awarded according to the following schedule:

Integrated Design Process - Mandatory

Written development plan outlining the integrated design approach taken by the entire multi-disciplinary development team including a qualified green design expert.

Energy Efficiency - Mandatory

Provide central heating systems with sealed combustion chamber; or individual HVAC units that include air conditioners, with sealed combustion chambers within each dwelling unit. No air conditioner sleeves will be permitted.

Operations and Maintenance - Mandatory

- Building owner’s maintenance manual
- Occupant’s manual or guide; and
- New resident orientation.

Site Planning/Environmental Impacts – 1 point

- Surface water management plan was completed – Mandatory
- Phase I Environmental Site Assessment was completed – 1 point;

Location and Neighborhood Fabric – For this category the project will be scored in the following manner: applicant completes a minimum of 4 criteria – 1 point; applicant completes a minimum of 5 criteria – 2 points; and applicant completes a minimum of 6 criteria – 3 points.

- Smart site location in close proximity to existing development;
- Smart site location that avoids sensitive environmental resources including wetlands, critical habitats, steep slopes, prime farmland and parkland;
- Smart site location in close proximity to community services and retail facilities;
- Smart site location in close proximity to public transit;
- Smart site location and orientation of the building to make the greatest use of passive solar heating/cooling (except rehabilitation or infill projects);
- Compact development that achieves densities of at least 15 units per acre for apartments, 10 for townhomes and 6 for detached/semi-detached houses (except rehabilitation or infill projects); or
- Sidewalks and suitable pathways to public spaces, open spaces and adjacent development to ensure walkable neighborhoods.

Healthy Living Environment - For this category the project will be scored in the following manner: applicant completes a minimum of 7 criteria – 1 point; applicant completes a minimum of 9 criteria – 2 points; and applicant completes a minimum of 11 criteria – 3 points.

- Low/no volatile organic compounds (VOC) paints, primers, adhesives and sealants;
- Formaldehyde-free composite wood or any composite wood containing urea-formaldehyde with exposed particleboard must be sealed;
- If providing floor coverings, use the Carpet and Rug Institute's Green Label certified (or equivalent) carpet and pad;
- Energy Star labeled bathroom fans that exhaust to the outdoors with a humidistat sensor or timer or continuous operation;
- Ventilation system for each unit providing 15 cubic feet per minute of fresh air per occupant;
- If included, size cooling equipment in accordance with the Air Conditioning Contractors of America Manual, Parts J and S;
- Tankless hot water heaters, or if using conventional hot water heaters, install in rooms with drains or catch pans piped to the exterior and with non-water sensitive floor coverings;
- Combustion sealed water heaters or heaters direct vented to the outside, if heater is located in a conditioned space;
- Cold water pipe insulation;
- Moisture-resistant materials in wet areas;
- Clothes dryers vented directly to the outside; or
- Integrated pest management.

The Green Building Initiative also offers an opportunity to score three (3) points for any application which includes measures or practices which exceed the standard criteria outlined above. To qualify for the three additional points, applications must also propose projects that meet any one of the following criteria:

Location and Neighborhood Fabric

- Development on a brownfield, grayfield or adaptive reuse site;
- Energy Efficiency;
- Installation of photovoltaic (PV) panels or other acceptable alternative energy measures to provide at least 10% of the project's estimated electricity demand.

Materials Beneficial to the Environment

- Construction waste sent to the landfill is reduced by 25%;
- Use of 25% total recycled content building materials in project construction;
- Use at least 50% (by cost) wood products and materials that are certified in accordance with the Forest Stewardship Council, salvaged wood or engineered framing materials;
- Use water-permeable materials in 40% or more of walkways and 40% or more of paved parking areas (proposed materials must not conflict with accessibility requirements); or
- Use a) Energy Star-compliant and high-emissive roofing for the entire roof or install a "green" (vegetated) roof covering at least 50% of the roof; and b) light-colored/high-albedo materials and/or an open-grid pavement over at least 30% of the site's hardscaped area.

Specific information on each all of the above requirements criteria can be found in the HCR Green Building Criteria Reference Manual. In addition, the Green Building Criteria Checklist, must be completed and submitted as part of Attachment 2 of your application.

13. Environmental Health and Safety - Applications that will only assist units and/or areas that have been identified as at-risk for lead paint hazards, radon, asbestos, indoor air quality problems or other environmental health and safety issues will receive up to five points.

a. Rehabilitation programs (10 points) - Applicants proposing to use all of their HOME award for the replacement of dilapidated mobile or manufactured homes will receive ten points. Applicants proposing that only a portion of their award be used for such replacement activity will receive fewer points. Applicants that propose targeting only housing units that have been identified as unsafe/unhealthy due to the presence of one or more of the following hazards will also receive all ten points. Applicants that target at least 60% of assisted units to remediate these hazards will receive five points. No points will be awarded for applications that propose lower targeting, or which exhibit significant deficiencies in this area. The hazardous conditions that will be considered are:

- Lead based paint;
- Asbestos;
- Moisture-related health problems, such as mold;
- Other indoor air quality issues (i.e. carbon monoxide problems related to faulty heating systems);
- Other immediate threat health and safety issues (cited by code for dangerous electrical hazards, lack of potable water, etc.).

b. Tenant-based rental assistance and down-payment assistance programs (10 points) - Applicants that propose a program that will not use HOME funds for rehabilitation will receive up to ten points if they propose to target assistance only to housing units that have been identified as unsafe/unhealthy due to the presence of one or more of the hazards listed above, **and** provide commitments for a separate source of funds other than HTFC to correct the hazardous conditions. Those that target 60% of assisted units will receive six points. No points

will be awarded for applications that propose lower targeting, or which exhibit significant deficiencies.

c. CHDO new construction applications (10 points) - Applicants that propose a program with target areas that are at risk for environmental health and safety issues and that demonstrate that these projects are connected to other rehabilitation projects that will remediate unsafe/unhealthy conditions in these areas will receive ten points. Projects that demonstrate the potential to spur outside market forces to rehabilitate projects in the area that will remediate unsafe/unhealthy conditions will receive five points. Projects that demonstrate no connection to other projects or programs in the immediate area will receive no points.

14. Community Need (10 points) - Applicants should utilize this section to document the need for public investment; describe the intended impact of that investment; identify established relationships with other community partners; and identify other resources available for this program and describe how they will be used to supplement the requested HOME funds in the revitalization of the service area. Applicants should reference pertinent sections of existing local master plans, consolidated plans and other community development or strategic plans that support the proposed HOME program. Applications that score the most points will be ones that: present substantial, objective data demonstrating a need in the target area that cannot be addressed by existing market forces and public investment; will enable the improvement or preservation of the existing housing stock of the service area and will sustain a more livable community; are supported by existing market studies, Community Development or Strategic Plans; and describe established relationships with other housing and community development stakeholders.

B. Access to Home Program Rating Criteria

Each Access to Home application that is determined to be complete and eligible will be scored on a 100 point scale, based on the criteria listed below.

1. Number of persons with disabilities in poverty in the service area (10 points) - Based on the number of persons with disabilities in the service area with incomes below the poverty level. Maximum points will be awarded to proposals that show the highest number of persons with disabilities in the service area.

2. Percentage of persons with disabilities in poverty in the service area (10 points) - Based on the percentage of persons with disabilities in the service area that have incomes below the poverty level. Maximum points will be awarded to proposals that show the highest percentage of persons with disabilities in poverty in the service area.

3. Transition and diversion need (10 points) - Based on documented number of households in the service area that could be diverted from or transitioned out of institutional care with installation of accessibility modifications. Maximum points will be awarded to proposals that cite reliable independent data that documents high need for transition and diversion assistance.

4. Administrative plan (20 points) - Based on the applicant's Administrative Plan for managing construction activities and facilitating delivery of related client services. Administrative plans will be reviewed to assess the adequacy of the proposed staffing plan, outreach and selection procedures, construction management procedures, procedures for transitioning/diverting assisted clients from institutional care, and facilitation of follow up services. Plans determined adequate in each of these

respects will receive the most points. Those with major deficiencies, or where not all required elements have been addressed, will receive a lower score.

5. Income targeting (10 points) - Based on the average income level to be served by the proposed program. The maximum points will be awarded to applicants that will only serve households with incomes at or below 30% of the HUD median income for the area.

6. Housing rehabilitation experience (10 points) - Based on the experience of applicants and identified partners in administering housing rehabilitation programs. Applicants that have administered at least two other housing rehabilitation, emergency repair, or environmental modification programs during the past three years, with funding amounts equal to the proposed program, and who demonstrate an adequate staffing plan, will receive the most points.

7. Special needs experience (10 points) - Based on the experience of applicants and identified partners in administering programs targeted to persons with disabilities. Applicants that demonstrate substantial experience in working with persons with disabilities during the past three years will receive the most points.

8. Previous Access to Home Program experience (10 points) - Applications from organizations that have successfully administered and completed previous Access to Home Programs (2005 to 2008 program years) will receive up to 10 points. Rating criteria will include timely program start up, completion of program tasks within original program agreement timelines, and whether there were findings or serious concerns with performance of program agreements.

Excellent performance - have two or more previous awards that demonstrated quick program start up, program funds expended within program agreement period, did not require program agreement extension(s), disbursement and reporting documents well presented, no findings or serious concerns. (10 points)

Very Good performance - have one previous award that demonstrated quick program start up, program funds expended within program agreement period, did not require program agreement extension, disbursement and reporting documents well presented, no findings or serious concerns. (7 points)

Good performance - some minor delays in start up in one or more awards, after which funds expended at a steady rate, disbursement and reporting documents well presented, did not require program agreement extension, no findings or serious concerns. (5 points)

Fair performance - had delays in program start up in one or more awards, had difficulty in expending program funds in first 12 months of program agreement period but production picked up at a steady rate in subsequent year of contract, require a contract extension(s), no findings or serious concerns. (2 point)

Poor performance - extremely slow program start up, expended no program funds in first 12 months of program agreement period, one or more findings, issues or concerns by HCR program management. (0 points)

9. Comprehensive Services / Leveraging (10 points) - Proposals that include a firm commitment of resources, including cash or in-kind services, from other private or publically funded environmental modification (e-mod) programs, waiver programs and/or follow up support service providers will receive maximum points. Partnerships between experienced housing agencies and service providers such as Medicaid waiver providers can meet this requirement. A listing of Medicaid waiver programs can be found in the 'resources' tab at www.NYHousingSearch.gov. Applicants that leverage

25% of requested award amount and that provide proof of an executed agreement outlining contributing partner responsibilities will receive maximum points.

C. RESTORE Program Rating Criteria

Each RESTORE application that is determined to be complete and eligible will be scored on a 100 point scale, based on the criteria listed below.

1. Community Needs (20 points) - Measures the extent of need in the proposed target area. Proposed programs in target areas with the most need (measured by number and percent of income eligible elderly homeowners in the area living in substandard housing conditions) will receive the most points.

2. Leveraging (15 points) - Measures the ratio of non-State funds to RESTORE funds requested for the proposed program. For this criterion, funds from HCR and NYS Affordable Housing Corporation are considered State funds, while Weatherization and HOME programs are considered Federal funds. Applications which identify sources of matching administrative or capital funds other than State funds equal to 100 percent or more of the RESTORE request will receive the most points.

3. Program Design (25 points) - Measures the extent the proposed program describes a comprehensive program design that addresses all program requirements including documentation for delivery of emergency repair services.

4. Organization Experience/Program Readiness (20 points) - Measures the applicant's staff capacity and organization's experience with programs similar to the RESTORE program and the likelihood that the program will be quickly implemented and completed in the time frame projected in the application. HTFC will consider previous performance as a RESTORE program provider when evaluating in this section. Applications listing experience in home repair and rehabilitation programs will receive the most points.

5. Coordination of Housing and Aging Services (15 points) - Measures the extent to which the proposed program has demonstrated links to other senior citizen service providers in target area and the extent to which those links are documented in the application. Applications which attach referral agreements from service providers will receive the most points.

6. Persons with special needs targeted (5 points) - Programs that propose to target 15% or more of units to be assisted to households which include **persons with special needs** (see listing in Unified Funding Reference Materials 2011) will receive three points. Programs that propose targeting 15% or more of units for **persons with special needs** and provide evidence of a service contract with or written referral agreement with a local service provider that serves the special population will receive five points.

DHCR Offices and Service Areas

Any questions regarding this RFP or the application process should be directed to the offices with jurisdiction for the proposed program. Counties served by the various offices are:

Capital District Office

Contact: Michael DeGiulio (518) 474-2057
Hampton Plaza, 38-40 State Street, Albany, New York, 12207 (518) 474-2057

Counties Served: Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Fulton, Greene, Hamilton, Montgomery, Orange, Otsego, Putnam, Rensselaer, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren and Washington.

Buffalo Office

Contact: David Unger (716) 847-3589
Electric Tower, Suite 105, 535 Washington Street, Buffalo, New York 14203, 716-847-7955

Counties Served: Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming and Yates.

Syracuse Office

Contact: Matthew Ecker (315) 478-7179 Ext. 205
620 Erie Boulevard West, Suite 312 Syracuse, New York 13204, (315) 478-7179, ext. 200

Counties Served: Broome, Cayuga, Chenango, Cortland, Franklin, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga and Tompkins.

New York City Office

Contact: Barry Wollner (212) 480-7477
25 Beaver Street, 7th Floor, New York, NY 10004, (212) 480-4543

Counties Served: Bronx, Kings, New York, Queens, Richmond, Nassau, Suffolk, Rockland and Westchester.