

Request for Proposals
NYS Housing Trust Fund Corporation
Residential Emergency Services to Offer
Repairs to the Elderly Program
(RESTORE)

I. INTRODUCTION

The NYS Housing Trust Fund Corporation (HTFC) invites applications for housing assistance through the Residential Emergency Services to Offer Repairs to the Elderly (RESTORE) program. This Request for Proposals (RFP) describes the application requirements for the RESTORE program, and other information you may need to prepare a successful RESTORE program application.

This RFP also explains the process used by HTFC to accept and evaluate applications requesting funding. After a funding round, unsuccessful applicants may request an exit conference to review their unfunded application and/or examine any other application submitted that round. Throughout the year all potential applicants may request technical assistance.

Application instructions and related materials will be available in print, but applicants are strongly encouraged to submit applications using the Community Development On-Line (CDOL) application system, in order to expedite the processing of applications. Please see **Section II, Application Deadlines and General Requirements**, for more details on application submission.

A description of the general application review process is given in **Section III, Evaluation and Selection**, which describes and explains the evaluation and processing steps that HTFC will follow.

II. APPLICATION DEADLINES AND GENERAL REQUIREMENTS

Approximately \$3,000,000 in RESTORE funds is available through this RFP. This RFP makes available the balance of 2008 RESTORE funding. It is anticipated that 2009 funding availability will be announced through a separate NOFA/RFP to be issued in the Fall of 2008.

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

RESTORE Program applications will be available electronically and applicants are strongly encouraged to submit applications over the web using CDOL. All application forms, instructions and other materials required to submit an application are available on DHCR's web site: at www.nysdhcr.gov.

Applications for RESTORE program funding must be submitted by 5:00 PM, EST Tuesday, September 23, 2008. Applications received after the stated deadline will be considered to be late submissions and will be returned to the applicant.

Applications requesting funding for RESTORE programs should not exceed \$125,000. If HTFC determines a proposal can be accomplished at a lower cost to the state than proposed, a lower amount will be awarded. Funds are distributed to meet the need for emergency repairs based on HTFC's evaluation of local need for the program. Administrative funds are limited to 7.5% for non-profits and 5% for municipalities.

For this round, applications for programs located in one of the 19 counties listed below will receive preference for selection. These are counties where HTFC did not receive requests for funding, or make awards, in the last funding round. To the extent that eligible and feasible applications for projects located in these counties do not utilize all available funds, HTFC will consider applications for proposals on a statewide basis. This RFP provides only a portion of the information and materials needed by applicants.

Targeted Counties: Columbia, Dutchess, Erie, Franklin, Genesee, Lewis, Livingston, Montgomery, Niagara, Oneida, Orleans, Oswego, Saratoga, Schoharie, Seneca, Sullivan, Tioga, Ulster and Yates.

Other materials, available at the appropriate Regional Office (see Regional Office Service Areas at the end of this RFP) or from the DHCR website, are:

1. RESTORE Program Application and Instructions;
2. CDOL Instructions;
3. RESTORE Reference Materials.

Staff of the Regional Offices listed at the end of this RFP are available to answer questions from prospective applicants about proposals and about this RFP. In addition, applicants may review funded applications from the prior funding round, which are available on the DHCR website.

HTFC reserves the right to award all, a portion of, or none of the program funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, the applicant's ability to meet HTFC criteria for funding, and the 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 express condition of its commitment to provide funding to a project.

Technical Assistance

Applicants are encouraged to request technical assistance at any time from the appropriate DHCR Regional Office to discuss any proposal for RESTORE funding. Technical Assistance is available through several means including: personal meetings, telephone conferences or written correspondence. Applicants seeking technical assistance should contact the appropriate Regional Director.

Applicants are eligible for assistance provided by either DHCR regional staff or a consultant hired by HTFC. Requests for technical assistance may be made at any time by contacting the appropriate DHCR Regional Office.

Technical Assistance may include, but is not limited to, the following:

1. guidance on HTFC program requirements and policies, as they pertain to a specific project;
2. assistance in determining the most appropriate funding sources for the proposed project;
3. assistance in formulating development and/or operating budgets for a specific project;
4. referrals to other governmental agencies for funding and/or support services for a specific project;
5. referrals to other applicants who have successfully undertaken projects similar to the one proposed;
6. assistance and training in various aspects of housing rehabilitation;

7. assistance in developing standards and methods for installation of accessibility modifications.

Contact with DHCR After Application Due Date

Any assistance with, or specific questions regarding the funding process (with the exception of completeness reviews) is only available prior to submission of the applications. After submission, all contact by outside individuals or groups, including elected officials and lobbyists, should be directed to Deputy Commissioner Lorrie Pizzola (518) 474-9553. Please be advised that after applications are submitted, no contact with DHCR staff working on the applications is permitted.

III. EVALUATION AND SELECTION

A. General Review Criteria

Proposals will be selected through a competitive process. To the extent feasible HTFC will allocate resources to meet housing needs and achieve a geographic distribution of funding across the State. Priority will be given to proposals which serve those areas that did not receive a funding award in UF 2008.

All awards made as a result of this RFP must be in conformance with the State's Consolidated Plan and further its Strategic Plan objective to improve availability and accessibility by preserving existing privately-owned affordable housing while eliminating health and safety hazards. RESTORE program applications are limited to correcting emergency conditions and safety hazards.

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 that Article.

Also, 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.

Applicant Past Performance - An applicant's past and current performance in State programs and contracts will be considered in reviewing, rating and ranking its application. The Corporation reserves the right to not issue an award to any applicant if it has been determined that the applicant is not in compliance with existing State contracts and has not taken satisfactory steps to remedy such non-compliance.

B. Processing Steps

1. **Application Receipt** - Applications are assigned an identification number and undergo a series of staff reviews as described below.
2. **Completeness Review** - All applicants who have submitted incomplete applications will be notified by fax or by email, within **10 business days** from the deadline for applications. Applicants will then have **10 business days** from the date of first receipt of the notification, which is sent by fax, to provide all missing or incomplete documentation.

Applications deemed incomplete after this time period will not be reviewed further and the applicant will receive an Application Review Letter listing all missing or incomplete items. An **incomplete application** is one that is **missing required Exhibits** or that contains **unsigned certifications**.

The Completeness Review is used to compile data for logging applications and tracking their progress through the review process. This step is also used to compile information which will be used to assess the proposal's feasibility. Application exhibits used primarily for rating will not be requested in a Notice of Incomplete Application.

If an application is deemed complete, but the content fails to address application questions, is inconsistent, or fails to comply with instructions, its evaluation will be compromised, possibly affecting rating and ranking decisions to the detriment of the applicant.

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

3. Eligibility Review - Applications are reviewed according to the criteria listed below. **Applications that do not meet all of the eligibility criteria will not be reviewed further**, and an Application Review Letter will be sent to the applicant, indicating that the application is ineligible and specifying the reason(s).

RESTORE Eligibility Criteria:

Applicant: Not-for profit corporations and municipalities, including counties

Area: All areas of the state are eligible. Preference will be given to applications that serve one or more of the counties listed on page 2.

Project: Any repairs to 1-4 unit dwellings owned by an elderly homeowner that correct any emergency housing condition.

Costs: The maximum amount that can be spent on any building is \$7,500. Work can only include repairs to correct an emergency housing situation. Typical repairs address furnace, roof, electrical or water problems.

Occupants: New York State homeowners aged 60 or over. Recipient must live in building and have a household income of less than 80% of the area's median family income; other residents not restricted by age or income.

4. Rating and Ranking - Each application is scored on the criteria listed below. Application ratings are based only on the application materials received by the submission deadlines. HTFC will not request or accept updated information related to incomplete or insufficient exhibits used primarily for rating applications.

Applications which pass completeness and eligibility reviews are scored on the following criteria. A maximum score is 100 points.

- i. (15 points) **Local Needs** - 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.
- ii. (20 points) **Very-Low-Income Targeting** - Measures the extent to which a proposal targets very-low-income households. Programs that target lowest incomes (averaged for all assisted units) will receive the most points.
- iii. (15 points) **Leveraging** - Measures the ratio of non-State funds to RESTORE funds requested for the proposed program. For the purposes of this criteria, Weatherization and HOME program funding is considered federal. 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.

- iv. (25 points) **Program Design** - Measures the extent the proposed program describes a comprehensive program design that addresses all program requirements including documentation for delivery of emergency repair services.
- v. (15 points) **Organization Experience/Program Readiness** - Measures the applicant's staff capacity and organization's experience with programs similar to the RESTORE program and the likelihood that the program can be quickly implemented and completed in the time frame projected in the application. Applications listing experience in home repair and rehabilitation services will receive the most points.
- vi. (5 points) **Coordination of Housing and Aging Services** - 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.
- vii. (5 points) **Persons with special needs targeted** - Programs that propose to target 15% or more of units to be assisted to households which include **persons with special needs** listed in the attached Reference Materials 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.

5. Funding Recommendations/ HTFC Board Approval - Recommendations for RESTORE awards are made from available funds based on the ranking resulting from rating scores of complete and eligible applications and a policy to achieve an equitable distribution of funds. Recommendations are forwarded to the HTFC Board of Directors for consideration at a public meeting of the HTFC. RESTORE awards must be approved by the HTFC Board of Directors prior to entering into a RESTORE Program Agreement.

6. Application Review Letter (AR) - Applicants will be sent an Application Review (AR) Letter within **90 calendar days** of the application submission deadline. The AR Letter will inform the applicant of the status of their application:

- a. Selected for Funding: applications which are complete, eligible, competitive and feasible, for which funds are set aside, and which are recommended to and approved by the HTFC Board for funding.
- b. Placed on a Wait List: applications which are complete, eligible, competitive and feasible, but for which there are insufficient funds. An application will remain on a wait list until the next RFP is issued for the RESTORE program funds or until the wait list is discontinued.
- c. Not Selected for Funding: applications which are non-competitive, incomplete, ineligible, or funded under another proposed program funding scenario.

Every applicant not selected for funding will have the opportunity to review HTFC=s evaluation of their application. Applicants should schedule an appointment with the appropriate Regional Office to review their entire application, including any and all aspects of its evaluation. Technical assistance will also be available.

7. RESTORE Program Agreement - Applicants selected for funding may be asked to revise parts of their proposal prior to issuance of a program agreement. After any required revisions are submitted and approved, an agreement will be issued.

8. Implementation Meeting - Local program administrators that are selected for funding may be asked to attend a program implementation meeting. The program implementation meeting may be held either on an individual basis, or may be in a group setting with other successful applicants. Any concerns about the application will be discussed at the meeting, and applicants will be given instructions on further processing requirements. Awardees that do not attend a program implementation meeting will receive processing instructions by mail.

9. Processing Time Frames - HTFC expects to enter into program agreement within 45 business days of the applicant's compliance with all submission requirements.

IV. REGIONAL OFFICE SERVICE AREAS

Any questions regarding this RFP or the application process should be directed to the Regional Office which serves the county(s) in which the proposed project is located. Regional Directors and the counties served by their offices are:

Capital District Regional Office Lynn Kopka, Regional Director
Hampton Plaza, 2nd Floor, 38-40 State Street, Albany, New York, 12207 (518) 486-5012
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 Regional Office Thomas Van Nortwick, Regional Director
Electric Tower, Suite 105, 535 Washington Street, Buffalo, NY 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 Regional Office Daniel Buyer, Regional Director
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 Regional Office Gregory Watson, Regional Director
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.