New York State HOME Local Program

Specialty Request for Proposals

Small Rental Development Initiative (SRDI)
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A. INTRODUCTION

In accordance with New York State’s 2016-2020 Consolidated Plan and its Annual Action Plans, the Housing Trust Fund Corporation (HTFC) through the Office of Community Renewal (OCR), invites eligible applicants to submit applications for the:

**NYS HOME Local Program Small Rental Development Initiative (SRDI)**

To award HOME Investment Partnerships Program funding allocated to New York State by the Department of Housing and Urban Development (HUD).

The NYS HOME Local Program is administered by the HTFC OCR. The program funds a variety of residential housing activities across the State to expand the supply of decent, safe, and affordable housing for low and moderate income families. The Federal regulations set forth at 24 CFR Part 92 are the governing regulations of the NYS HOME Local Program.

The HTFC is making approximately $15 Million in HOME funds available for this initiative and will award funds for the acquisition and/or housing rehabilitation or new construction of small rental development projects throughout New York State.

This initiative seeks to assist Developer-owners of small rental projects to deliver energy efficient, rehabilitated existing or new construction rental housing to low income families.

The funds made available in this RFP represent de-obligated and/or uncommitted prior years HOME funds that need to be expended and are available to fund projects that are ready to execute contracts and begin development on or around August 2017.

This RFP offers the maximum HOME funds available to allow the Developer-owner to request funds sufficient to deliver an affordable rehabilitated or new construction small rental project that will be sustainable throughout the required Period of Affordability (POA), which is typically 15 to 20 years.

This RFP describes the requirements to apply for SRDI funds and explains the process by which the HTFC and the OCR will evaluate applications. Developer-owners apply for SRDI funds using HCR’s Community Development On-Line System (CDOL), accessible through the website: [http://www.nyshcr.org/Apps/CDOnline/](http://www.nyshcr.org/Apps/CDOnline/).

SRDI offers a detailed SRDI Project Management Plan that all applicants, if awarded funds, must follow in the development and long term rental management of their projects.

**TO BE ABLE TO RESPOND COMPETITIVELY TO THIS RFP, APPLICANTS MUST READ AND UNDERSTAND THE REQUIREMENTS OF THE SRDI PROJECT MANAGEMENT PLAN AVAILABLE ON THE HCR HOME PROGRAM WEBSITE.**
B. ELIGIBLE PROJECTS

Funds may be used by a Developer-owner for the acquisition and/or rehabilitation or construction of affordable residential rental housing to serve low income families making less the 80% of Area Median Income (AMI).

HOME funds will be provided as deferred loans at zero percent interest, due on sale, and requires full repayment throughout the period of affordability (POA). The Developer-owner may request funds for construction or permanent financing. HTCF reserves the right to require amortization, principal only payments, or increased payments to reserves if cash flow from the operating budget is excessive.

The housing must be used for permanent or transitional low income rental housing as permitted by the HOME Final Rule.

The project may contain 2 to 25 units and consist of 1 or more buildings on a single site or multiple sites under common ownership, management and financing. Multi-phased rental development projects are also encouraged to apply.

Permanent and transitional housing, including group homes and SRO’s are eligible.

The Developer-owner must be the sole and exclusive owner of the property during development and the required POA, typically 15 to 20 years. The project cannot be co-owned with another entity.

The Developer-owner must own or will own the project in fee simple absolute title or have a long term ground lease that is at a minimum, equal to the term of the POA.

The Developer-owner must manage or hire a property manager to oversee the long term management responsibilities of the rental housing throughout the required POA.

The Developer-owner must be in charge of all aspects of development process to include: identification, procurement and oversight of contractors, negotiation of land use/permit approvals, obtaining zoning approvals, securing non-HOME financing as applicable, selecting architects, engineers, housing rehabilitation specialists, general contractors, etc., and must oversee the progress of all work paid with HOME funds and determine the reasonableness of costs.

Developer-owners must demonstrate current or future site control. Applicants must submit as a part of the Application, current ownership documentation such as a deed or future ownership documentation such as an executed purchase option.

C. NON-ELIGIBLE PROJECTS

Projects must be eligible under HOME Program rules. Projects that are not eligible for HOME funding include shelters, temporary housing, student housing, Federal Public
Housing units, and properties that were previously financed with HOME and are under an active HOME regulatory agreement and POA. Due to the time constraints for the commitment and expenditure of these funds, projects that include State or Federal Low Income Housing Tax Credits as a financing source are also not eligible.

D. **ELIGIBLE APPLICANTS – THE DEVELOPER-OWNER**

The following are eligible applicants:

i. Non-profit Corporations incorporated under State Non-profit Corporation Law

ii. Community Housing Development Organizations (CHDOs)

iii. Public Housing Authorities and Non-profit subsidiaries

Applications are permitted from Developer-owners whose projects are located within non-state funded HOME Participating Jurisdictions. Developer-owners must be able to demonstrate local market need for affordable rental housing in the proposed service area of the project. Developer-owner must demonstrate the capacity to utilize the amount of funds requested within the 3 year contract term.

E. **ELIGIBLE COSTS**

1. Please refer to the SRDI “Pro Forma Budget Workbook” and Instructions (available on the HCR website along with other RFP documents) for specific eligible budget line items. In general, eligible costs include:

   a. Acquisition of rental properties and acquisition-related costs.

   b. Construction, rehabilitation, demolition hard costs of residential units necessary to address the improvements required by HOME property standards, HTFC Housing Rehabilitation Standards and NYS and/or Local Codes.

   c. Site improvements and connections to off-site utilities necessary to complete the construction or rehabilitation.

   d. Soft costs related to the construction or rehabilitation, including:

      i. Third party soft costs necessary to implement the improvements, such as financing fees, permits, and legal and recording fees

      ii. An initial operating deficit reserve for a period of less than 18 months, however HOME cannot be used to fund an operating reserve

      iii. Developer fees
iv. Interim and permanent relocation costs, as necessary

F. NON-ELIGIBLE COSTS

1. In general, non-eligible costs (may not be paid with HOME funds, but may be paid from other sources) include:
   a. Costs for luxury improvements or improvements that are not consistent with the HOME Final Rule standard of “non-luxury housing with suitable amenities.”
   b. Payment of any deposits, working capital or operating costs.
   c. Operating, replacement or other reserves, other than the initial operating deficit reserve.
   d. Off-site infrastructure, except for necessary connections to offsite utilities for the assisted unit.
   e. Refinancing or payment of other debt.
   f. HOME funds may not be used to assist non-residential space (community rooms, commercial or civic spaces, etc.).

G. PROJECT ASSISTANCE LIMITS

The maximum amount of HOME funds that can be invested per unit must be less than the HOME Maximum Subsidy limit (times the number of HOME assisted units) as calculated by HUD in the table below:

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>All Areas Except NYC, Albany &amp; Buffalo</th>
<th>NYC, Albany &amp; Buffalo</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$58,378</td>
<td>$140,107</td>
</tr>
<tr>
<td>1</td>
<td>$66,923</td>
<td>$160,615</td>
</tr>
<tr>
<td>2</td>
<td>$81,377</td>
<td>$195,293</td>
</tr>
<tr>
<td>3</td>
<td>$105,276</td>
<td>$252,662</td>
</tr>
<tr>
<td>4+</td>
<td>$115,560</td>
<td>$277,344</td>
</tr>
</tbody>
</table>

The maximum subsidy limit applies specifically to the number of HOME assisted units. Not all units must be HOME assisted, but unassisted units may not receive HOME funds or be used to determine the maximum HOME subsidy.
The minimum HOME investment is $1,000 times the number of HOME-assisted units.

H. DEVELOPER FEES

All contracts executed with the HTFC for SRDI funds will be executed as “Developer Contracts.”

The Developer-owner may receive up to a maximum of 23% of the total HOME award as a developer fee to develop and rent the units in compliance with HOME regulations, provided the project is within budget and on schedule.

The developer fee may be invoiced to the HTFC based on the following schedule:

- Initial Closing – 10%
- End of demolition – 20%
- Completion of rough carpentry and mechanicals: 20%
- At punch list: 20%
- At final completion of all construction: 20%
- All HOME units rented with IDIS completion reports submitted: 10%

I. CONTRACT TERM

Developer-owners must be able to utilize the amount of funding requested within the three (3) year contract term and demonstrate financial stability of the project throughout the POA.

J. CAPACITY AND PRIOR EXPERIENCE

Applicants for NYS HOME Local Program funds, as with all competitive OCR Program funds, are subject to an evaluation of prior program funding history, prior program administration performance and organizational capacity. Interested parties are discouraged from applying for NYS HOME Local Program funds if:

i. The project cannot be completed within the 3 year term

ii. The amount of funding requested cannot be expended within the 3 year term.

Furthermore, applicants to the OCR must resolve any and all outstanding 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.
Applicants that do not resolve monitoring and/or non-compliance issues will be deemed ineligible and the application will not be accepted or reviewed. The OCR will provide, upon request, status information related to the above items for any potential applicants.

Prior to submitting an application for funding, applicants should evaluate the progress of their open grant portfolio. For each open grant, applicants should evaluate the progress of their program(s) in terms of achieving the accomplishments set forth in the OCR-approved application and their HTFC HOME Local Program contract. Factors such as the rate of expenditure during the term of the HTFC contract, the number of contract extensions requested and compliance with all HTFC contract terms will be used to determine satisfactory performance in review by the OCR of all applications.

The HTFC and the OCR reserve the right not to fund any application 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.

K. PROJECT MANAGEMENT PLAN

The OCR has developed the Small Rental Development Initiative (SRDI) Project Management Plan (Plan) that is in compliance with Federal and State HOME regulations and policies.

The Plan is available on the HCR HOME Program website and is the manual for how the small rental project must be developed and managed using HOME Local Program funds.

Policies and procedures contained in the Plan must be followed and will be enforceable along with all aspects of the contract and Federal HOME Investment Partnership Program regulations at 24 CFR Part 92, as may be amended during project implementation.

The specific documents applicable to this RFP are listed in the CDOL Application Instructions and are available on the HCR HOME Program website at www.nyshcr.org/Funding/

L. COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOS)

The HTFC encourages Developer-owners to certify the project as CHDO eligible. The requirements set forth in the SRDI Project Management Plan are in compliance with CHDO developer requirements for the use of HOME CHDO set-aside funds. CHDOs should contact the HOME Local Program early in the application process to receive technical assistance regarding the CHDO Certification process. The CHDO must be certified by the HTFC prior to the commitment of funds, as meeting the CHDO requirements specified in the CHDO definition listed in 2 CFR Part 92.2 and the
applicable HUD Notice. Please send an e-mail to OCRinfo@nyshcr.org to request more information.

**M. PROJECT REQUIREMENTS**

Numerous Federal, State, and local regulations govern the NYS HOME Local Program. It is the responsibility of the applicant to ensure compliance with all applicable regulations and statutes.

The following is a listing, not all inclusive, of applicable regulations that apply to the NYS HOME Local Program. Applicants receiving awards will be expected to be familiar with and understand these governing regulations, and will be periodically monitored throughout the management of an awarded project to ensure continual compliance with these and other rules and regulations. The regulations listed below are excerpts taken from the SRDI Project Management Plan. Please review the below listed sections of the SRDI Project Management Plan for more detail.

1. **National Environmental Policy Act (NEPA)**

   NYS HOME Local Program awarded projects are subject to the provisions of the National Environmental Policy Act (NEPA) and a review is done to ensure the project activities will not harm the environment. Under no circumstances will the HTFC approve the release of funds for a project where an approved environmental review was not conducted in advance, and in accordance with all applicable rules and regulations.

   From the date of the issuance of the RFP through when HCR EAU notifies the Developer-owner of environmental clearance, only project planning and other exempt activities may be conducted. The Developer-owner cannot execute a purchase contract for acquisition of property until after NEPA approval and clearance; however, pre-existing contracts that were executed prior to the release date of the RFP are permitted.

2. **Weatherization & Energy Efficiency**

   All projects to be rehabilitated or constructed with HOME funds must incorporate weatherization and energy efficiency measures. See SRDI Project Management Plan for more details.

3. **Green Building - Substantial Rehabilitation - New Construction**

   Developer-owners that have elected to, must incorporate green building practices in the substantial rehabilitation or construction of the project.

   In order to verify green and energy efficient construction, at a minimum, Developer-
owners must choose to certify the project in the Enterprise Green Communities Certification Program or the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) for Building Design and Construction or Homes and Multi-family Low-rise Certification Programs, as applicable or other green building certification program, as approved by the HTFC. HOME Program funds may be used to pay for reasonable costs of certification and construction to deliver a green, energy efficient and sustainable project. **Developer-owners are encouraged to produce green, energy efficient and sustainable housing and will receive extra points for developing these units.**

4. **Lead Based Paint Regulations**

Rehabilitation of pre-1978 properties assisted with HOME (and other HUD or RD funding) is subject to the HUD LBP rule at 24 CFR Part 35. Rehabilitation is subject to the requirements at 35.900 -.930.

All renovation is also subject to the EPA Renovation, Repair and Painting Rule at 40 CFR Part 745. Effectively, this means that rehabilitation work (other than work that must be done by abatement contractors) must be done by an EPA Renovator following HUD rules.

Risk assessments (by an EPA certified Risk Assessor) are required for any rehabilitation project where the federal rehabilitation assistance is over $5,000. Presumption of LBP in lieu of a risk assessment is not permitted. HTFC requires LBP testing of all areas to be rehabilitated.

The results of the risk assessment must be incorporated into the scope of work. The scope of work needs to be determined prior to application, therefore the risk assessment must be done prior to developing the scope of work. The Developer-owner may be reimbursed for this inspection if awarded funds for the project. If LBP is present, any hazard control work must be cleared according to the requirements of Part 35.

5. **Davis Bacon Related Acts**

Labor Standards: Davis-Bacon applies only to construction contracts of 12 or more HOME-assisted units. On projects subject to Davis-Bacon, construction contracts and all construction sub-contracts must include the appropriate Federal Labor Standards documents and Davis-Bacon Wage Decision(s). This regulation requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Contact the NYS HOME Local Program for additional guidance. For more information: [https://www.onecpd.info/resources/documents/DavisBaconandHOMETrainingManual.pdf](https://www.onecpd.info/resources/documents/DavisBaconandHOMETrainingManual.pdf)
6. **Property Standards**

All projects/units must be rehabilitated or constructed to meet HOME property standards and NYS and/or Local Code upon completion. At construction completion and prior to submitting a completion report, the Developer-owner must have an inspection performed by a NY State Certified Code Inspector, documenting that that the unit appears to have no visible health and safety issues or code violations and meets all applicable NYS and/or Local Code requirements and is ready for occupancy.

All HOME-assisted projects must meet HTFC Housing Rehabilitation Standards, even if project contains more than 4 units. For more information: [http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2009/RehabStandardsHOME.htm](http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2009/RehabStandardsHOME.htm).

NOTE: Under the 2013 HOME Final Rule, Uniform Physical Conditions Standards (UPCS) Property Standards apply for HOME funded housing rehabilitation; however, HUD has deferred the implementation of new property standard requirements. These new requirements are applicable to any project with a commitment after the effective date of the new requirements as may be announced by HUD.

7. **Accessibility**

HOME regulations require adherence to the following three regulations governing the accessibility of Federally-assisted buildings, facilities and programs: Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155,201,218, and 225.), The Fair Housing Act and Section 504 of the Rehabilitation Act of 1973.

All HOME projects are subject to accessibility requirements of 92.251(b)(1)(iv).

**Physical Modifications to the Unit:**

Reasonable accommodations and reasonable modifications are required for households with accessibility needs. Project funds may be used to make such modifications as applicable. *Developer-owners are encouraged to produce “visitable” and/or units that incorporate “universal design” features and will receive extra points for developing accessible units.*

**Rental of the Unit:**

Reasonable accommodations are required to make it accessible for all to have an equal opportunity to rent the HOME assisted unit including accessible to persons with disabilities, including affirmative outreach, accessible office locations and assistance with applications. The Developer-owner must work with any tenant with accessibility needs to address those needs and must be in compliance with the Fair Housing Act, Section 504, as applicable.
Accommodations and modifications to address accessibility needs can and should be paid with HOME funds.

8. **Minority/Women Owned Business Enterprise Participation/Section 3 Requirements**

HTFC requires all contracts to include State and Federal goals for the participation of Minority and Women-Owned Business Enterprises (M/WBE) and Section 3 eligible enterprises and residents as applicable. Developer-owners must execute Section 3 and Equal Opportunity/Fair Housing policy statements, available for review on the HCR HOME Program website, at contract execution.

Developer-owners must report on Section 3 and MWBE activity. The required reporting forms are available at: [http://www.nyshcr.org/Forms/FairHousing/](http://www.nyshcr.org/Forms/FairHousing/).

All M/WBE and Section 3 outreach requirements must be documented through the Developer-owner and contractor’s selection process for sub-contractors and suppliers.

9. **Non-Discrimination and Equal Access**

No person in the United States shall, on the grounds of race, color, national origin, religion, or sex be excluded, denied benefits, or subjected to discrimination under any program funded in whole or in part by HOME funds. Developer-owners are subject to all federal and State fair housing and equal opportunity laws and orders, as referenced in 24 CFR Parts 92.350 and 92.351 to include: Title V of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), The Fair Housing Act (42 U.S.C. 3601-3620.), Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107).

10. **Relocation**

The HOME Program is subject to an overall policy of minimizing displacement, and is subject to the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The [HOME & CDBG Residential Anti displacement & Relocation Assistance Plan (Plan)](http://www.nyshcr.org/Forms/FairHousing/) establishes the HTFC HOME Program policy to minimize displacement and is available on the HCR website.

Under most circumstances, rehabilitation will not result in permanent displacement, but may produce temporary displacement while work is being completed. Permanent displacement will occur if a tenant in an assisted unit is over-income or otherwise not expected to be housed after rehabilitation. In this case, refer to the HUD Handbook 1378 at:
Any legal occupant of a property at the time of application for federal funds is entitled to protections, including the initial notice that is due on the initial application for funds by the Developer-owner. The non-displaced tenant notification form is in Appendix 2; the displaced tenant form is in Appendix 3 of the Plan.

Any existing tenant of a unit to be rehabilitated with HOME funds must be low-income to remain. If over-income, the tenant must be permanently relocated, with full protection of the URA requirements of the program. Please seek additional guidance from HTFC, as the use of cost allocation may be a way to avoid having the unit be HOME assisted so the tenant can remain.

11. Insurance Requirements

During the term of the contract, the Developer-owner shall take all adequate measures to insure the property and safeguard against the risk of liability for injuries or death of employees of the Developer-owner, contractors and subcontractors, and any other persons. The Developer-owner must also extend these insurance requirements to contractors hired under this contract.

The Developer-owner's insurance policies must include the HTFC and the State of New York as a loss payee/additional insured on all policies as applicable throughout the POA.

All insurance certificates shall be with a New York State licensed carrier of insurance rated “A” or higher.

All policies applicable to the project must contain a clause requiring 30 days prior written notice to HTFC of cancellation, non-renewal, or change in coverage. See the SRDI Project Management Plan for additional details.

N. APPLICATION MATERIALS

This RFP provides only a portion of the information and materials needed by applicants in order to submit a competitive application. Other materials are posted on the HCR website, http://www.nyshcr.org/Funding/ and may include the following:

- Small Rental Development Initiative (SRDI) Project Management Plan
- Small Rental Development Initiative (SRDI) Project Management Plan Questions
- Small Rental Development Initiative (SRDI) Pro Forma Budget Workbook
- Small Rental Development Initiative (SRDI) Pro Forma Budget Workbook Instructions
- Small Rental Development Initiative (SRDI) CDOL Application Instructions
There is a list of points in the document:

- HTFC Housing Rehabilitation Standards
- HOME Rent Limits for New York State

**APPLICANTS MUST READ AND FULLY UNDERSTAND THE SMALL RENTAL DEVELOPMENT PROJECT MANAGEMENT PLAN IN ORDER TO SUBMIT A COMPETITIVE APPLICATION.**

The first step in responding to this RFP is to read and understand the SRDI Project Management Plan. If you do not follow the requirements of the plan when responding to various aspects of this RFP, your application will not be competitive and not funded.

Full knowledge and understanding of the plan is required in order to respond to the SRDI Project Management Plan Questions, which is a scored factor in this application.

The HTFC reserves the right to award all, a portion of, or none of an applicant’s requested 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.

Prior to contract execution, the HTFC assumes a back and forth dialog between the Developer-owner and HTFC to finalize project design and details. The HTFC reserves the right to change or disallow aspects of the applications received and may make such modifications an expressed condition of its commitment to provide funding.

**O. APPLICATION SUBMISSION DEADLINES**

The NYS HOME Local Program application for funds available through this NOFA and corresponding RFP will be available on the NYS Homes and Community Renewal website, [www.nyshcr.org/Funding/](http://www.nyshcr.org/Funding/), on Wednesday, March 15, 2017, 2017.

Applications are due no later than 3:00 PM (EST) on Wednesday, May 10, 2017.

Applications must be submitted using the Community Development Online Application System (CDOL) at: [http://www.nyshcr.org/Apps/CDOOnline/](http://www.nyshcr.org/Apps/CDOOnline/).

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

Applicants should anticipate that certain regulatory requirements and guidance from HUD will change or be clarified during the anticipated term of awards under this RFP such as: the deferred the implementation of new property standard requirements for the HOME Program. These new requirements are applicable to any project with a commitment after the effective date of the new requirements, as may be announced by HUD.

Q. **SMART GROWTH**

Please note that the Housing Trust Fund Corporation is subject to the New York State 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.

R. **TECHNICAL ASSISTANCE**

Developer-owners may and should request technical assistance from the OCR during the application process. At a minimum, Developer-owners must review the RFP, SRDI Project Management Plan, SRDI Pro forma Budget Workbook and Instructions and the SRDI CDOL Application Instructions prior to beginning the online application process.

The OCR will host an SRDI Application Technical Assistance Webinar on Wednesday March 29, 2017 from 10am-11am. Applicants will be able to register for the webinar from the SRDI funding page on the HCR website after March 22, 2017.

The instructions provide detailed guidance for completing the application as well as troubleshooting issues with the CDOL online application system. Questions regarding this RFP may be directed via email to OCRinfo@nyshcr.org.

At the completion of this funding round, Developer-owners not receiving an award may participate in an exit conference to review general reasons as to why applications were not funded.

S. **RATING CRITERIA**

Each application is scored on the criteria derived from the statutory, regulatory and policy considerations of the HOME Program. Applications are also scored on the understanding of and meeting requirements of the SRDI Project Management Plan. Application ratings are based only on the application materials received by the submission deadlines.
Based on a 100 point score, the following rating factors and maximum point values will be used to rate and rank the applications:

1. Evidence of Market Demand (15 points)
2. Developer-owner Experience and Capacity (15 points)
3. Persons with Special Needs targeted (10 points)
4. Percent below Federal Poverty Level in project Area (5 points)
5. Number of persons below Federal Poverty Level in project area (5 points)
6. Age of Housing (5 points)
7. Project Feasibility (20 points)
8. Project Readiness (15 points)
9. Tenant Rent Burden & Affordability Index (5 points)
10. Green Building and Accessible Units (5 points)

T. **NEW YORK STATE GRANTS GATEWAY PREQUALIFICATION**

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

**Effective August 1, 2013, non-profit organizations must be prequalified in order to do business with New York State.** In order to prequalify, non-profit organizations **must submit an online Prequalification Application through the “Grants Gateway.”** The Prequalification Application is comprised of five components to gauge your organizational structure and the types of services you provide. The required forms and document uploads are all part of the Grants Gateway Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section of the Grants Gateway page at [http://grantsreform.ny.gov/](http://grantsreform.ny.gov/).

Prequalification is designed as a way for non-profits to interact more directly with State agencies before they compete for State contracts, enabling them to make adjustments and answer concerns prior to entering a competitive bid process. Once they have been prequalified, multiple State agencies will have ready access to the prequalification materials, eliminating redundant submissions of such information by the vendor. Non-profits will only have to formally prequalify every 3 years, with the responsibility to keep their information current throughout the 3 year period.

**PLEASE NOTE:** Applicants that are not prequalified through the New York State Grants Gateway by the NYS HOME Local Program SRDI application deadline of 3:00pm (EST) on Wednesday, May 10, 2017 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.

U. CDOL ONLINE APPLICATION

Review the Community Development Online (CDOL) Application System Instructions prior to filling out the online application. The instructions also detail the exhibits and attachments that must be completed and uploaded online.

Application Receipt - Once the application is submitted through CDOL, an identification number is assigned and the application is made available for review by the appropriate OCR program staff.

Threshold Eligibility Review - Applications are reviewed according to threshold statutory eligibility criteria as summarized below. Applications that fail to meet all of the threshold criteria will not be reviewed further and will be deemed ineligible:

1. Is the property eligible for HOME funding (e.g., not currently under a HOME regulatory agreement or otherwise ineligible)?
2. Will the project provide permanent or transitional housing units?
3. Will the HOME assisted units serve only tenants under 80% AMI?
4. Does the project contain 2-25 units?
5. If project has 5 or more assisted units, are 20% of units dedicated to serve tenants under 50% AMI?
6. If already owned, is ownership of the project in compliance with the SRDI Project Management Plan?
7. If not already owned, will ownership of the project be in compliance with the SRDI Project Management Plan?

V. FUNDING RECOMMENDATIONS - HTFC BOARD APPROVAL

The OCR recommends the award of NYS HOME Local Program funds to the HTFC Board of Directors for approval.

W. APPLICATION OUTCOME E-MAIL

An e-mail will be sent to the contact, as listed in the application, to inform the applicant
of the status of its application:

- Selected for Funding
- Not Selected for Funding
- Ineligible for Funding

X. **CONTRACT EXECUTION - REVISIONS**

Applicants selected for funding may be asked to revise parts of their project proposal prior to or in conjunction with the issuance of a contract.

It is expected that all awarded Developer-owners will have a fully executed contract on or about August 2017. Developer-owners have a maximum three (3) years to complete the project (all HOME assisted units developed with construction complete and all rental units occupied by eligible tenants).

Environmental review and clearance will be conducted by HCR Environmental Analysis Unit (EAU) prior to the execution of a contract. However, HTFC may elect to execute a conditional commitment of HOME funds as permitted by HUD Notice CPD-01-11, p. 10 to meet program commitment deadlines.

Applicants are expected to be ready to fully execute and undertake activities in this timeframe; with expected contract execution on or about August 2017. Failure to do so may result in the rescission or termination of an award.

Y. **REQUIRED IMPLEMENTATION MEETING**

Awardees will be required to participate in a contract orientation meeting to discuss the overall project management requirements to ensure successful implementation and completion. Topics generally include, but are not limited to: project development and meeting the property standards, financial management, reporting and monitoring requirements and regulatory compliance.