

Welcome to
CD ONLINE

System Requirements/Recommendations

- High speed internet connection recommended.
- Supported Operating Systems:
 - Windows Vista
 - Windows XP
 - Windows 2000

Other operating systems (Mac OS, Linux etc.) may work effectively but are not supported.

- Supported Browsers:
 - Microsoft Internet Explorer 7.0, 6.0
 - Firefox 2.0

Other browsers (Opera, Netscape, etc.) may work effectively but are not supported.

- Assistive Technology:
 - IBM Home Page Reader 3.02
 - JAWS 5.0

- **Don't wait until the last minute.** Enter information as it becomes available and make sure the application is validated, certified and submitted a day or two before it is due to leave ample time to upload the attachments.



Division of Housing & Community Renewal

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[Housing Operations](#)
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Governor Spitzer

Eliot Spitzer, Governor

- www.ny.gov
- [Governor's Site](#)

Commissioner

Deborah VanAmerongen



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[Low-Income Housing Credit \(LIHC\)](#)

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ONE NEW YORK

DHCR Releases Proposed Qualified Allocation Plan

[Deborah VanAmerongen](#), commissioner of the Division of Housing and Community Renewal (DHCR) today announced the release of the proposed [Qualified Allocation Plan \(QAP\)](#) that will help set guidelines for the distribution of Federal and State Low Income Housing Tax Credits to affordable housing developers.

Commissioner VanAmerongen said, "This plan will help us achieve Governor Spitzer's goals of preserving affordable housing, revitalizing upstate communities, encouraging smart growth and energy efficiency and coordinating all available housing resources to maximize their efficiency and benefits."

[Full story](#)

State Housing Commissioner Announces Credit and Funding Availability

Resources Will Help to Address the Growing Need for Affordable Housing

ALBANY, N.Y. - Thursday, October 25, 2007 - State Division of Housing and Community Renewal Commissioner [Deborah VanAmerongen](#) today announced the availability of \$25 million in state and federal tax credits and \$87 million in funding anticipated to be

Housing Trust Fund Corporation (HTFC)

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Community Development

Community Development staff serve as staff to the Low-Income Housing Trust Fund Corporation - a public benefit corporation that provides State-funded loans and grants to both for-profit and not-for-profit entities to develop housing for low-income families, tenants with special needs and the low-income elderly. Community Development staff also administer the State's Neighborhood and Rural Preservation programs, which provide administrative funding to local non-for-profit organizations that carry out housing preservation and development activities within their communities. Additionally, Community Development administers the allocation of Federal low-income housing tax credits across the State. These tax credits promote the production of low-income rental housing projects by reducing the Federal Tax liability of investors who finance the acquisition and construction of these projects.

- ▶ [Capital Programs Manual](#)
- ▶ [Community Development Web Applications](#)
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- ▶ [Forms](#)
- ▶ [Funding Programs](#)
- ▶ [New Affordable Housing Projects Now Accepting Rental Applications](#)
- ▶ [Notices of Funding Availability](#)
- ▶ [Unified Funding Awards - 2006](#)
- ▶ **Unified Funding Awards - 2007**
 - ▶ [Summary list of awards](#)
 - ▶ [Detailed award summaries and applications by county](#)
 - ▶ [Detailed award summaries and applications by geographic region](#)
- ▶ [Unified Funding Materials](#)

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Community Development Online (CD Online)

Welcome to our online funding applications page. This page will direct you to the log-in page for one of the following two online application systems:

Community Development Web Application Systems (CDWAS) - This system is used to apply for Local Program Administrator (LPA) funding from the New York State Home (LPA funds only), RESTORE, Access to HOME and New York Main Street Programs.

Community Development Online System (CDOL) - This system is used to apply for capital project funding from any of the following programs: Housing Trust Fund Program, New York State HOME Program (capital funds only), Housing for Working Families Program, Low Income Housing Credit Program, State Low Income Housing Credit Program, Urban Initiatives Program, Rural Area Revitalization Program, and Housing Development Fund Program.

Registered users:

[Login to CD Online](#)

How to Become a Registered User of the CDWAS:

In order to use the CDWAS, applicants must be registered in DHCR's Statewide Housing Activity Reporting System (SHARS), and have designated a Security Manager for their organization. The Security Manager will serve as the individual who authorizes and monitors access to the CDWAS for the applicant's organization.

If you are a registered SHARS applicant, but you have not previously registered to use the CDWAS, you may submit a [Security Manager Registration Form](#) to DHCR, which will allow you access to the CDWAS. Complete and return the Security Manager Registration Form with an original authorized signature to the address below and you will be e-mailed a User ID and password with which to access

Housing Trust Fund Corporation (HTFC)

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[EXIT](#)

Login

User ID: *

Password: * [Forgot Your Password?](#)

Change password after login

Use of this system for purposes other than those authorized by the New York State Division of Housing and Community Renewal (DHCR) is prohibited. System usage may be monitored and/or audited.

[Privacy Policy](#) : [Disclaimer](#) : [DHCR Home](#)

EXIT | Menu



Welcome to Community Development Online

Before attempting to use this system it is important that you read the [General System Information](#), check [Frequently Asked Questions](#) and review the [Application Instructions](#). If you encounter a problem or have questions not addressed in the above documents, send an email to msr@docr.state.ny.us

Alerts

No alerts

MAIN MENU

Organization

Name

Options

Bronx River Neighborhood Center, Inc.

[view](#) | [edit](#)

Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *

Submit

Cancel

CD On-Line General System Information

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- [Moving around within a page](#)
- [Help](#)
- [Saving/Updating Your Information](#)
- [Minimum System Requirements](#)

Navigating the System

[Back to Top](#)

The CD On-Line System can be easily navigated by using the buttons and links contained in the Banner.

Community Development Online
New York State Division of Housing and Community Renewal

[Help](#) [Print](#) [Application Instructions](#)

[EXIT](#) | [Menu > Exhibit List](#) Exhibit Quick Links: [< Previous](#) [Next >](#)

- [Help](#): Opens a pop-up window containing page specific instructions.
- [Print](#): Opens a pop-up window containing a printable version of the page.
- [Application Instructions](#): Opens a pop-up window containing the full Capital Application Instructions.
- [Exit](#): Use this link to exit the system.
- [Menu](#): Return to the CD On-Line Menu.
- [Exhibit List](#): Transfer to the Exhibit List.
- [Exhibit Quick Links](#): Select an Exhibit from the drop down list.

CD Online Application Instructions

[Print](#) - [Close](#)

1. General Application Information: Information pertaining to all Application Types.

- A. [The Main Menu](#)
- B. [Verifying your Organization Information](#)
- C. [Beginning a new Application](#)
- D. [Validating your Application](#)
- E. [Certifying and Submitting your Application](#)
- F. [Uploading Attachments](#)

2. Application Specific Instructions: Links to the instructions for each Application Type.

- A. [Capital Application Instructions](#)
- B. [Access to Home Application Instructions](#)
- C. [HOME LPA Application Instructions](#)
- D. [NY Main Street Application Instructions](#)
- E. [RESTORE Application Instructions](#)

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No alerts

MAIN MENU

Organization

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Options

Bronx River Neighborhood Center, Inc.

[view](#) | [edit](#)

Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *

Submit

Cancel

EXIT | Menu > Organization Update

ORGANIZATION UPDATE

A. General Applicant Information:

SHARS Applicant ID: 002956
Federal ID: 131925139
Organization Name: Bronx River Neighborhood Center, Inc.
DOS Charitable Organization Number:
Fiscal Year End: Example: 01/31
Aliases:

B. Type of Applicant: (Check Up to 8 That Apply)

C. Phone and Internet Data

D1. Primary Mailing Address

D2. Other Mailing Addresses

E. Primary Contact

F. Other Principals

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Alerts

No alerts

MAIN MENU

Organization

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Bronx River Neighborhood Center, Inc.

Options

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Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *





CAPITAL PROJECT - TABLE OF CONTENTS

Sample Application



Select the section of the application that you would like to work on.

Exhibit List

Exhibit 1 - Application Summary	view
1A. Applicant Information	view edit
1B. Owner Information	view edit
1C. General Project Information	view edit
1D. Program Funding	view edit
1E. Project Initiatives/Program Designations	view edit
1F. Project Political Districts	view edit
1G. Tenure & Construction Type	view edit
1H. Units Assisted	view edit
1I. Income Targets	view edit
1J. Project Occupants	view edit
1K. Development Team Members	view edit
1L. Disclosure of Identities of Interest	view edit
Exhibit 2 - Community Needs Strategy	view
2A. Documentation of Community/Housing Needs	---
1. New York State Consolidated Plan Objectives/Priorities	view edit
2. Existing Documentation of Local Need	view edit

Continues on listing each Exhibit and the associated sections...

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No alerts

MAIN MENU

Organization

Name	Options
Bronx River Neighborhood Center, Inc.	view edit

Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *

Capital Project

Existing Applications	Status	Options
Sample Application	in progress	view edit delete validate

VERIFICATION

Sample Application



Validation failed, please make the necessary corrections.

Validate Application

Before this application can be certified and submitted the information must be validated. The validation process consists of three steps. The first step checks to make sure that all required Exhibits have been entered. The second step verifies that the information for each Exhibit is complete and the third step checks that the information is consistent across Exhibits.

Sample Application

[validate](#)

Validation Step 1 failed:

Exhibit 1A. Applicant Information must be entered

Exhibit 1B. Owner Information must be entered

Exhibit 1C. General Project Information must be entered

Exhibit 1D. Program Funding must be entered

Exhibit 1E. Project Initiatives/Program Designations must be entered

Exhibit 1F. Project Political Districts must be entered

Exhibit 1G. Tenure & Construction Type must be entered

Exhibit 1H. Units Assisted must be entered

Exhibit 1I. Income Targets must be entered

Exhibit 1J. Project Occupants must be entered

Exhibit 1K. Development Team Members must be entered

Continues on listing each missing Exhibit...



CAPITAL PROJECT CERTIFICATION

Sample Application



NOTE: Once the application is certified it can no longer be updated.

Certification and Submission

Applicant/Owner Certification

I certify that I am authorized to file this submission with the Division/HTFC on behalf of the corporation/ municipality/ person/ firm/ association/ partnership to execute all necessary documents; that the corporation/ municipality/ person/ firm/ association/ partnership is authorized to carry out the proposed activities and that the corporation/ municipality/ person/ firm/ association/ partnership will comply with all applicable, statutes, rules and regulations established. I further authorize the agency receiving this application to forward it to any other State agency which administers a program for which a funding request is indicated in this application. I (individual, corporation, partner, or other principal) am applying to HTFC for approval to participate in the Project/Program described in this application.

I certify that all the statements contained in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith, including data contained in the Development Team's Relevant Experience (Exhibit 7) and I agree to immediately inform HTFC of any change in circumstances. A false certification or failure to disclose information shall be grounds for termination of any award.

A. I further certify that:

⋮

B. Applicants that cannot certify that each of these statements is true cannot submit the application. Contact HTFC for assistance.

CDOL User ID: jbravo351

CDOL Password: *

Title:

Date of Electronic Signature: 11/06/2007

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Alerts

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MAIN MENU

Organization

Name	Options
Bronx River Neighborhood Center, Inc.	view edit

Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *

Capital Project

Existing Applications	Status	Options
Sample Application	certified - SHARS ID 20076001	view attachments

EXIT | Menu > Attachment Upload

CAPITAL PROJECT - ATTACHMENT UPLOAD

Sample Application

Attachment Upload

A. Project Readiness

Attachment Category	Options
A1 - Evidence of Site Control [required]	add
A2 - Zoning Compliance [required]	add
A3 - Public Approvals	add omit
A4 - State Historic Preservation Office (SHPO) Submissions [required]	add
A5 - State Environmental Quality Review (SEQR) Submissions [required]	add
A6 - Environmental Approvals	add omit

B. Project Design/Construction & Site Suitability

Attachment Category	Options
B1 - Outline Specifications [required]	add
B2 - Construction Cost Estimates [required]	add
B3 - Preliminary Plans [required]	add
B4 - Site Photographs [required]	add

Continues on listing all Attachments...

Submit

EXIT | Menu > Attachment Upload

CAPITAL PROJECT - ATTACHMENT UPLOAD

Sample Application



The maximum file size allowed is 10 MB. If you have an attachment greater than 10 MB, either break it into multiple attachments or contact the [MSR Unit](#) for assistance.

Attachment Upload

Attachment Category: A1 - Evidence of Site Control

Select a file:

Browse...

Upload

Cancel

[EXIT](#) | [Menu](#) > Attachment Upload

CAPITAL PROJECT - ATTACHMENT UPLOAD

Sample Application

Attachment Upload

A. Project Readiness

Attachment Category	Options
A1 - Evidence of Site Control	add
1. sample attachment.doc	view delete
A2 - Zoning Compliance [required]	add
A3 - Public Approvals	add omit
A4 - State Historic Preservation Office (SHPO) Submissions [required]	add
A5 - State Environmental Quality Review (SEQR) Submissions [required]	add
A6 - Environmental Approvals	add omit

B. Project Design/Construction & Site Suitability

Attachment Category	Options
B1 - Outline Specifications [required]	add
B2 - Construction Cost Estimates [required]	add
B3 - Preliminary Plans [required]	add
B4 - Site Photographs [required]	add

Continues on listing all Attachments...

Submit

F. Miscellaneous Attachments

Attachment Category	Options
F1 - Chief Executive Officer Notification Letter for LIHC/SLIHC Applicants [omitted]	add
F2 - Credit Fee Transmittal/Deferral Letter [omitted]	add
F3 - Non-Profit Applicant's Certificate of Incorporation	add
F4 - P	
F5 - P	
F6 - E	
F7 - T	
F8 - LIHC/SLIHC Right of First Refusal [omitted]	add
F9 - Proposal Summary [omitted]	add
F10 - Additional Certifications [omitted]	add

Microsoft Internet Explorer

 By clicking OK I certify that all the attachments uploaded for this application are true, complete and correct to the best of my knowledge and belief and are made in good faith and I agree to immediately inform HTFC/DHCR of any change in circumstances. I take full responsibility in ensuring that all required attachments have been uploaded and that I have purposely indicated which attachments are to be omitted. I understand that once I certify the attachments I will not be able to add, remove or make any changes to the certified attachments. A false certification or failure to disclose information shall be grounds for termination of any award.

[EXIT](#) | [Menu](#) > [Attachment Upload](#)

CAPITAL PROJECT - ATTACHMENT UPLOAD

Sample Application



You have successfully submitted Application Attachments for the project. This is the conclusion of the Application process. You may no longer make changes to the information submitted for this project. If you have any questions regarding the submission process, please send an e-mail, or call (518) 486-5000. If you have programmatic questions, please contact your DHCR Regional Office.

Attachment Upload

A. Project Readiness

Attachment Category	Options
A1 - Evidence of Site Control	
1. sample attachment.doc	view
A2 - Zoning Compliance	
1. sample attachment.doc	view
A3 - Public Approvals [omitted]	
A4 - State Historic Preservation Office (SHPO) Submissions	
1. sample attachment.doc	view
A5 - State Environmental Quality Review (SEQR) Submissions	
1. sample attachment.doc	view
A6 - Environmental Approvals [omitted]	

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Name

Bronx River Neighborhood Center, Inc.

Options

[view](#) | [edit](#)

Applications

Organization Name: Bronx River Neighborhood Center, Inc.

Start a New Application: *

Application Type: *

Submit

Cancel

Capital Project

Existing Applications

Status

Options

Sample Application

completed - SHARS ID 20076001

[view](#) | [attachments](#)