

Unified Funding 2010 Local Program Application Webcast

Housing Trust Fund Corporation
January 15, 2010



New York State
Division of Housing and Community Renewal

Webcast Information

- To email questions, please use the following email address:

LPAWebcast@nysdhcr.gov

- This program (along with a text version) and the power point presentation will be available on our website at www.nysdhcr.gov

Agenda

- Funds Available – Due Dates
- What's New
- Using CD Online to Apply For Funding
- Access to Home
- HOME LPA
- RESTORE
- Technical Assistance
- Questions

Application Materials

- Unified Funding 2010 Request for Proposals (RFP)
- Program Application Instructions
- Access to Home FAQ
- Capital Programs Manual
- Unified Funding Reference Materials
- Energy Reduction/ Green Rehabilitation Instructions

Application Materials

All materials available on our website:

www.nysdhcr.gov

Funds Available

- NYS HOME Program \$34 million
- RESTORE \$ 2 million
- ACCESS to Home \$ 4 million

For HOME, this figure includes funds for both capital and HOME LPA applications.

All program funding is subject to availability of appropriations

Important Dates

- RFP issued on November 16, 2009
- All application materials available December 11, 2009
- Webcast January 15, 2010
- Clinics/TA through March 2010

Important Dates

- Application due dates:
 - Access/RESTORE: March 11, 2010
 - HOME LPA: March 18, 2010
- Awards: June 2010

Unified Funding Process

- Completeness and eligibility review
- Rating and ranking
- Regional office recommendations
- Funding awards approved by HTFC board and awards are announced

Unified Funding Process

- Environmental/SHPO review conducted
 - So don't start your construction before review and approval
- Implementation meeting for awardees
- Changes to application may be requested to develop contract exhibits after award is made

What's New This Year

- Manufactured Home Replacement Initiative – HOME Program Initiative for owners of dilapidated mobile and manufactured homes
- Performance Based Initiative – HOME Program Initiative for high performing LPAs
- Higher Funding Levels – both HOME per unit and program level

Using CD Online

- Register applicant if new to DHCR
- Designate a Security Manager
- DHCR Emails a user ID and password to authorize Security Manager
- Application must be validated (required exhibits must be consistent to validate)

Using CD Online

- Attachments must be uploaded and submitted (accepts Word, Excel, PDF, JPEG)
- Applicant must certify (on last page)
- Don't wait until the last day

Using CD Online (continued)

- For assistance call the Management Systems and Research Unit at (518) 473-2525
- You will receive an email confirmation when application is submitted
- No changes allowed after application submission

Tips for Avoiding Problems

- Turn off popup blocker
- Enable Java Script
- Set internet options to allow “cookies”
- Prepare attachments before exhibits

Tips for Avoiding Problems

- For long narratives, type text in Word then copy and paste into CDOL
- Call for help if in trouble (518) 473-2525 – don't panic
- Once again, don't wait until the last day

Access to Home – Program Intent

Transition and Diversion (T&D)

- Transition of persons with disabilities who wish to return home out of an institutional setting
- Diversion of persons with disabilities from institutional settings

Access to Home

- Provides accessibility modifications to existing housing
- Can assist rental or owner-occupied units
- Single-family and multi-family buildings
- Goal: Transition and Diversion

Access to Home

- Local Program Administrator model
- Acts as an extension of HTFC/DHCR at local level
- All services provided by LPA

Access to Home

- Funding limits:
 - \$500,000 maximum per application
 - \$100,000 minimum per application
 - \$ 25,000 per housing unit

Access to Home Applicant Eligibility

Must be:

- A not-for-profit housing or service agency, or
- A local government entity (cities, towns, villages, and counties are eligible)

Access to Home Eligibility

- Partnerships between housing providers and special needs service providers are encouraged
- Funds must be used to assist only those units that are or will be occupied by persons with disabilities

Access to Home Modifications

- Installation of ramps, lifts
- Kitchen/bath modifications
- Floor plan modifications (i.e. widening doorways and interior passageways)
- Measures for hearing/visual impairment
- Measures are customized to meet individual needs of consumer

Access to Home Eligible Expenses

- Other repairs and upgrades required to install accessibility modifications
- Professional services such as architectural and engineering
- Staff cost directly related to service delivery
- Administrative costs (up to 7.5%)

Access to Home Consumer Eligibility

- Household income $<$ or $=$ 80% area median (up to 120% if veteran)
- Household must include one or more persons with a disabling condition
- Existing units only – no new construction

Access to Home Consumer Eligibility

- Rental or owner-occupied housing units
- Rental units – can't replace other funds or be used for existing owner obligations

Access To Home – Application Considerations

- LPA responsible for preparing specs, bidding, selecting contractors, pre- and post-inspections of assisted unit
- Coordination with other programs encouraged
- Work done with Access to Home funds must meet applicable codes and local ordinances

Access to Home – Application Considerations

- Health & safety hazards unrelated to the Access to Home work must be mitigated with other funds
- LPA must defer work on units with other serious health or safety hazards until those hazards are mitigated
- Have a clearly written deferment policy

Access to Home Rating Criteria

SEE RFP SECTION VII. B. (page 20 of RFP)

- Need in service area – 20 points
 - Number of persons in service area with incomes below poverty level and a disability
 - Percentage of persons in service area with incomes below poverty and a disability
 - Source of data must be identified (i.e. US Census)

Access to Home Rating Criteria

- Transition and Diversion – 10 points
 - Numbers of potential households in need of T&D services in proposed target area (source must be identified)
- Administrative Plan – 20 points
 - Comprehensive plan describing how program will be administered.

Access to Home Rating Criteria

The Administrative Plan should address (at a minimum):

- Proposed staffing plan
- Outreach and selection procedures
- Evaluation of consumer needs
- Contractor bidding and selection procedures
- Construction management
- Facilitating follow-up services

Access to Home Rating Criteria

- Income targeting – 10 points
 - Maximum points for $<$ or $=$ 30% of AMI
- Housing Rehabilitation experience – 10 points
 - Based upon applicant's (and/or identified partners') rehab work in past three years

Access to Home Rating Criteria

- Special needs experience/capacity – 10 points
 - Based upon applicant's (and/or identified partners') experience working with persons with disabilities in past three years

Access to Home Rating Criteria

- Previous Access to Home Program Experience – 10 points - (2005-08 program awards)
- Criteria shall include:
 - timely program start-up; completion of tasks within original contract timeline; reasonableness of costs; no findings or concerns regarding past performance

Access to Home Rating Criteria

- Comprehensive Services/Leveraging – 10 points
- Firm Commitment from other environmental modification programs, waiver programs and/or follow-up service providers equal to 25% or more of the requested grant amount will receive maximum points.

Total Possible: 100 points

HOME LPA

- Approximately \$34 million available (includes multi-family capital projects)
- State recipient/subrecipient = LPA
- CHDO = Community Housing Development Organization

Manufactured Home Replacement Initiative (MHRI)

- \$5 million set aside from HOME program
- Apply under Homeowner Rehabilitation Program
- Preference for funding of Homeowner Rehabilitation proposals will be expressed based upon the amount of manufactured home replacement activity proposed
- Zero interest, deferred payment loans – 10 year regulatory period

Manufactured Home Replacement Initiative

- Homeowner **must** own the land
- Replace with new ENERGY STAR manufactured homes
- Per unit HOME program cap of \$50,000
- Soft costs incurred by the LPA are allowed

Manufactured Home Replacement Initiative

- Eligible Activities:
 - Purchase of new ENERGY STAR Qualified manufactured home
 - Transportation of the new manufactured home to site
 - Site work
 - Set up of new manufactured home

Manufactured Home Replacement Initiative

- Removal and disposal of dilapidated mobile or manufactured home
- Relocation assistance, if required, to individual or family whose home is being replaced

Performance Based Initiative

- Streamline HOME LPA award process
- LPAs were pre-selected for Initiative and will soon be notified
- They met stringent selection criteria outlined in RFP (Section II.B.)

Performance Based Initiative

- Demonstrated expenditure rates, secure staffing, compliance with HOME guidelines (demonstrated through monitoring visits), met all program goals
- Will complete abbreviated application and go directly to contract
- Initiative may be incorporated into the 2011 Unified Funding Round

Higher LPA Funding Levels

- HOME per unit cap: \$ 50,000
- CHDO per unit cap: \$ 60,000
- HOME program award cap: \$ 750,000
- CHDO program award cap: \$1,000,000

Types of HOME Programs

- Single family (1-4 unit) rehabilitation
- Rental rehabilitation
- Home ownership assistance
- Tenant-based rental assistance
- CHDO single family home ownership development

HOME Eligibility

- Owner incomes below 80% of area median income
- Tenant incomes below 60% of area median income
- Home value below HUD mortgage limit
- Rents restricted to HOME program limit
- All assisted units must have an energy audit, meet HTFC rehab standards, be lead-safe, and meet all local codes

Housing Rehabilitation

- Program can rehab owner-occupied or rental units
- Address habitability, energy, health, and safety
- “Whole building” approach
- Must follow HTFC rehab standards
- Points for “Green Rehab”

Home Buyer Assistance

- Must include home ownership counseling
 - Pre- and post-purchase (e.g. HUD-certified)
 - Avoid subprime and predatory lending
- Outreach to Public Housing/mobile home residents
- Use with Section 8 Housing Choice Vouchers

Home Buyer Assistance

- Housing rehabilitation can be a component of a homebuyer program
- Property must meet local codes/HQS
- If rehab is required, must meet HTFC rehabilitation standards
- Can't exceed HUD mortgage limits

HOME LPA Rating

SEE RFP SECTION VII. A. (page 13 of RFP)

- Average income served – 15 points (CHDO – 5 points)
- Special Needs – 5 points
 - Programs that target 15% of assisted units to households which includes persons with special needs (see Unified Funding Reference Materials for specific groups).
- Percentage of persons below federal poverty level – 10 points

HOME LPA Rating

- Number of persons below federal poverty level – 10 points
- Housing age, tenure, affordability
 - Age of housing – 10 points (rehab only)
 - Home ownership rate – 5 points (buyer only)
 - Rent burden – 5 points (TBRA only)
 - Affordability index – 5 points (buyer/TBRA)
- Leveraging – 5 point

HOME LPA Rating

- Administrative Plan – 10 points
- Experience/previous performance – 20 points
- CHDO commitments/readiness – 10 points
- Energy use reduction – 5 points
- Green building – 5 points (CHDO – 10 points)
- Health and Safety (rehab, HB, TBRA) – 5 points

- Total Possible: 100 points

RESTORE

- Expect \$2,000,000 available for statewide distribution
- Maximum award \$75,000
- Eligible applicants:
 - Not-for-profit corporations
 - Local governments (cities, towns, villages, and counties)
- Maximum grant - \$7,500/bldg (lifetime)
- One year contract

RESTORE Recipient Eligibility

- Family member must be age 60 or older
- Income $<$ or $=$ 80% of AMI
- Owner-Occupant
- Primary residence
- One-to-four unit dwelling
- Coordination with Weatherization, Access to Home, and other programs encouraged

RESTORE Eligible Activities

- Emergency home repairs to correct or eliminate life, health, or safety hazards
 - Funds are not intended for home improvements, cosmetic or substantial rehabilitation
- Typical repairs:
 - Furnace, roof, electrical water supply and plumbing
 - Accessibility modifications

RESTORE RATING

SEE RFP SECTION VII. C. (page 21 of RFP)

- Community Needs – 20 points
- Leveraging – 15 points
- Program Design – 25 points
- Organization Experience – 20 points
- Coordination with Aging Services – 15 points
- Special populations served – 5 points

- Total Possible: 100 points

Technical Assistance - CDRO

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.

Technical Assistance - BRO

Buffalo Regional Office

Thomas Van Nortwick, Regional Director

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.

Technical Assistance - NYRO

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.

Technical Assistance - SRO

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.

DHCR Website

www.nysdhcr.gov