



**Homes and  
Community Renewal**

# **RESTORE & Access to Home Programs**

Exit Conference Webinar – 2016 Funding Round

February 27, 2017

**The Presentation will begin momentarily.**

**Please be reminded of the following:**

- Please mute your line after dialing in to the Webinar.
- Questions will be covered at the end of the presentation. Submit questions using the “Questions” window on your tool bar.



# NYS Access to Home & RESTORE

## Agenda

### Summary of Programs

- Overview of Programs
- Eligible Activities
- Funding History

### Application Process

- Preparing to Apply to Access to Home and RESTORE
- Scoring Criteria
- The Application Process

### Application Tips

- CDOL – Budget, Attachments, and Application Status
- Common Deficiencies in Unsuccessful Applications
- Common Trends in Successful Applications
- Questions on the Access to Home & RESTORE Programs

# Summary of Programs

## An Overview of Access to Home & RESTORE

The Access to Home programs and RESTORE are administered by the Office of Community Renewal under the direction of The Housing Trust Fund Corporation.

- **Residential Emergency Services to Offer (HOME) Repairs to the Elderly (RESTORE)** was created in Fiscal Year 1987 by the NYS Aid to Localities bill. Initially part of HOPE, it was created to allow Local Program Administrators (LPAs) to respond in a timely fashion to emergency situations involving elderly homeowners.



# Summary of Programs

## An Overview of Access to Home & RESTORE

- **Access to Home** was created in 2005 to provide resources and Technical Assistance (TA) to assist renters and property owners to make dwelling units accessible for low- and moderate-income persons with disabilities. Article 25 of the NYS Private Housing Finance Law formally establishes the Access to Home Program in statute.
- **Access to Home for Medicaid** was created in 2014 as part of the Medicaid reform effort to provide resources and technical assistance (TA) to assist renters and property owners to make dwelling units accessible for Medicaid recipients with disabilities.
- **Access to Home for Veterans** was created in 2015 to provide resources and TA to renters and property owners to make units accessible for disabled veterans.



# RESTORE Program Summary

## Eligible Activities

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program provides funds for the emergency repairs to eliminate a threat to the life, health, or safety of low-income elderly homeowners who cannot afford to make the repairs in a timely fashion.

- Program costs may not exceed \$10,000 per building
- LPAs are responsible for determining emergency repairs but common examples include repairs to roofs, repairs or replacement of HVAC systems, repair broken stairs (internal or external).



# Access to Home Programs Summary

## Eligible Activities

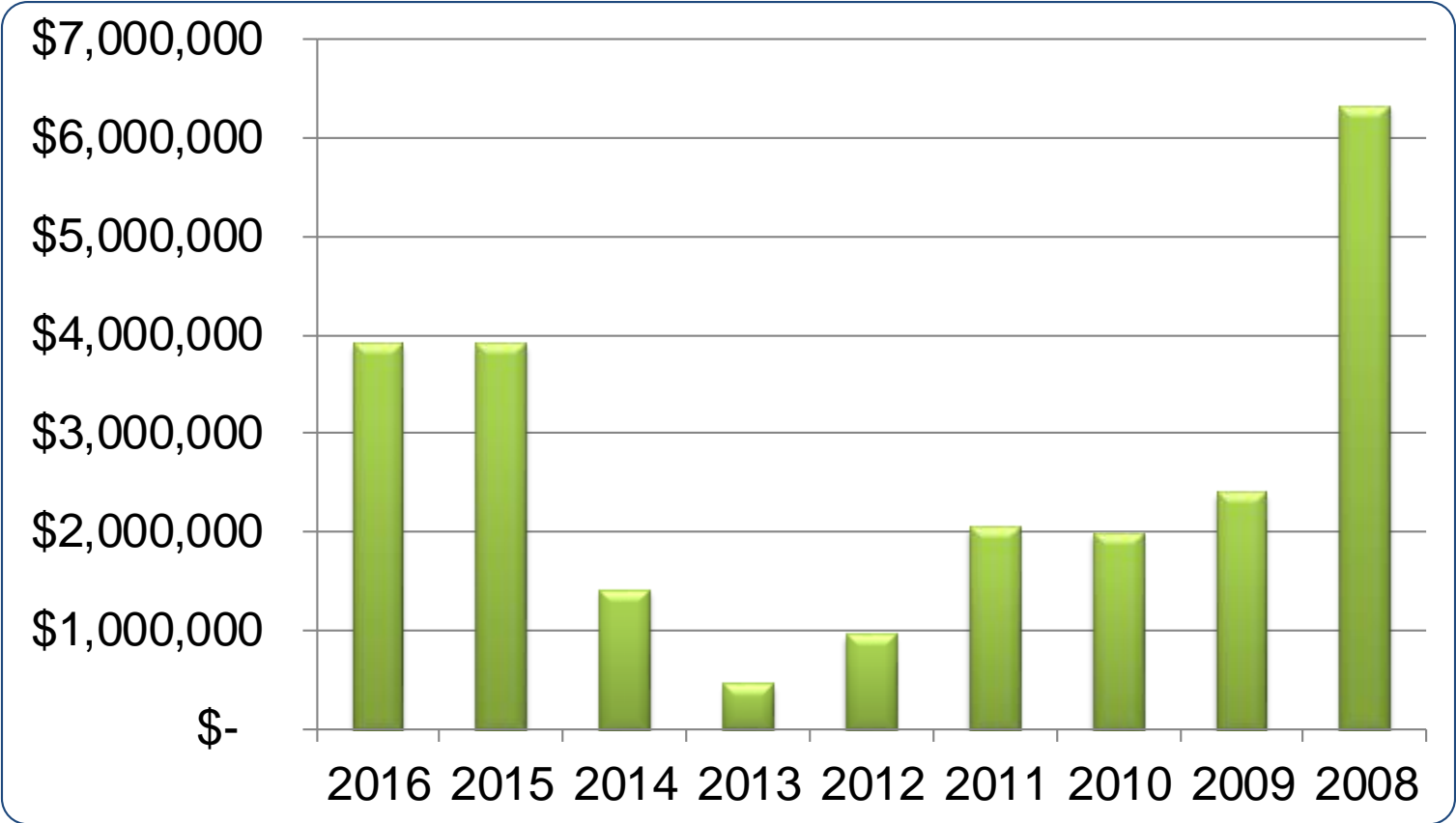
The Access to Home Programs provide financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. One of the primary objectives is adapting homes to meet the needs of those with disabilities such that individuals can live safely and comfortably in their home and avoid institutional care.

- Adaptations are guided by recommendations of local accessibility experts and may not exceed \$25,000 per unit. There are no age restrictions.
- Permitted updates and renovations include:
  - Wheelchair ramps, lifts
  - Widening of doorways
  - Changes to bathrooms to allow wheelchair access
  - Lowered, easy-to-reach kitchen adaptations
  - First floor bedroom/bathroom relocation
  - Many more...



# RESTORE Program Summary

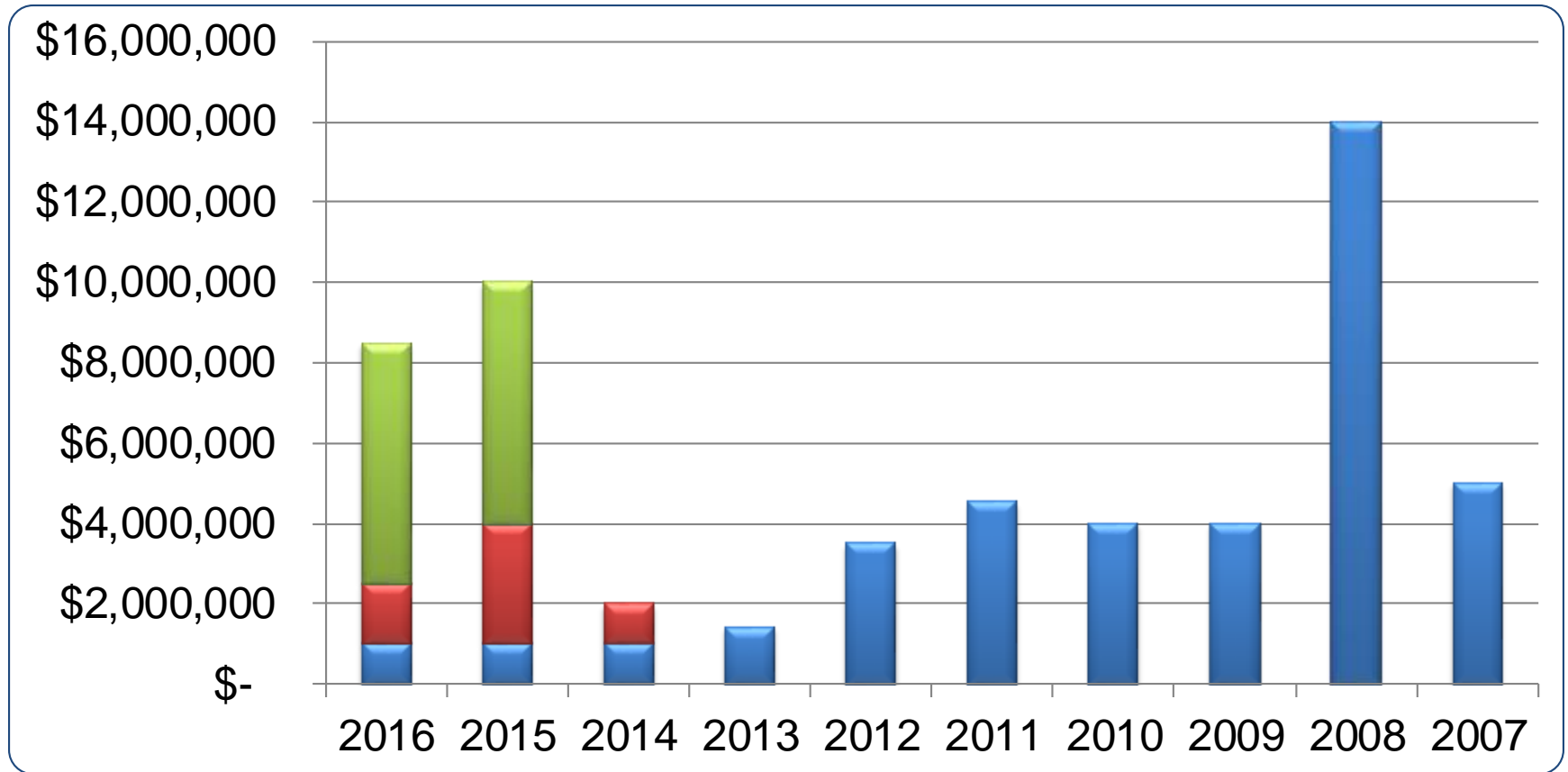
## Funding History & Beyond





# Access to Homes Program Summary

## Funding History & Beyond

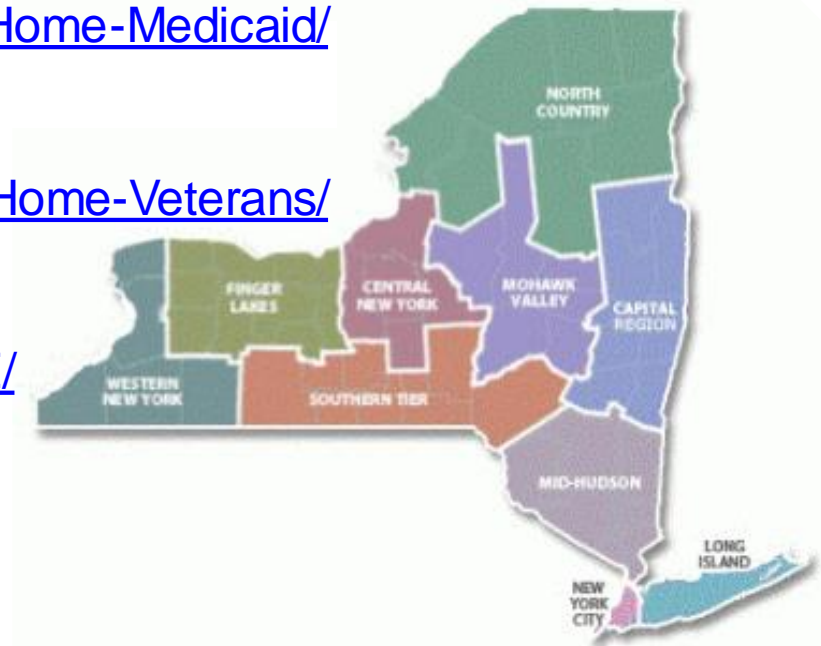


# Application Process

## Preparing to Apply to Access to Home and RESTORE

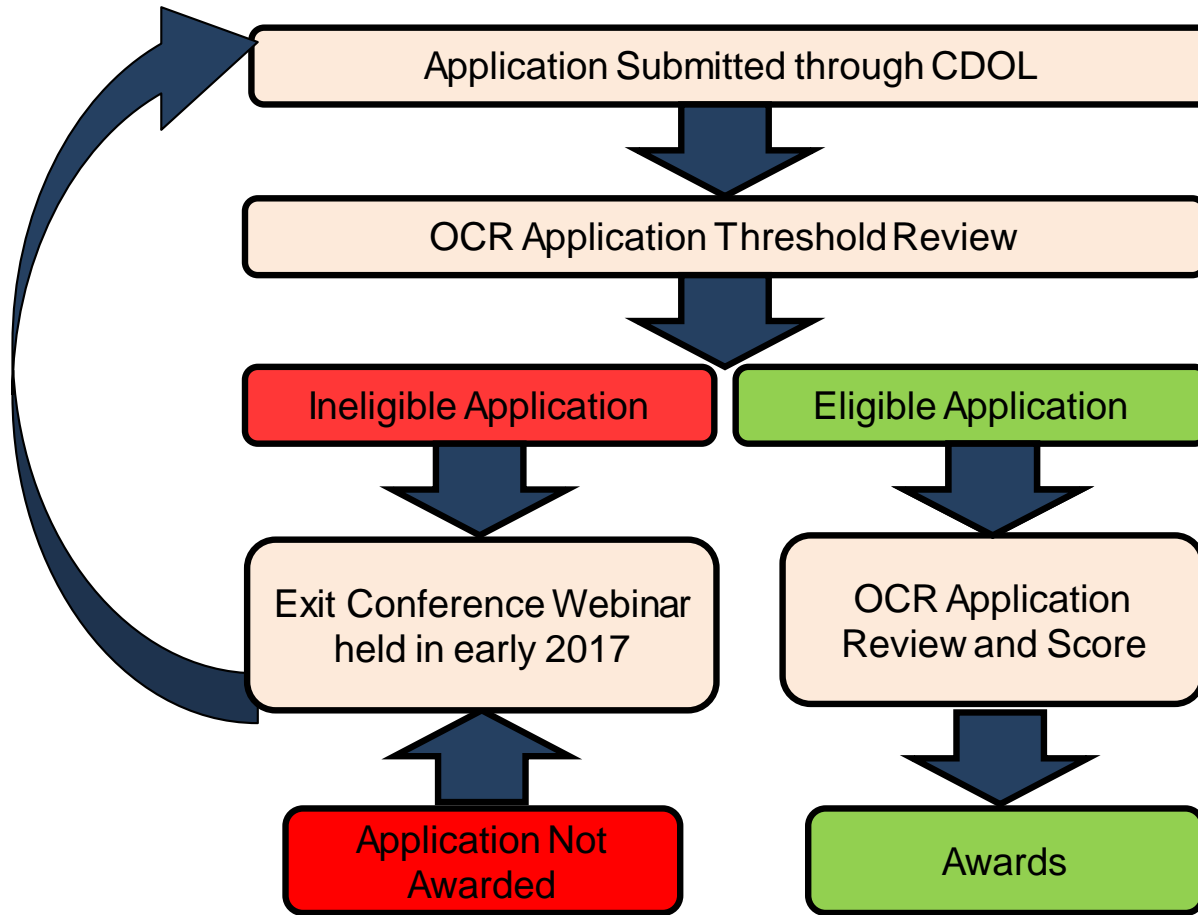
### Resources

- Access to Home Program  
<http://www.nyshcr.org/Programs/AccessToHome/>
- Access to Home for Medicaid  
<http://www.nyshcr.org/Programs/AccessToHome-Medicaid/>
- Access to home for Veterans  
<http://www.nyshcr.org/Programs/AccessToHome-Veterans/>
- RESTORE Program  
<http://www.nyshcr.org/Programs/RESTORE/>
- Community Development Online  
<http://www.nyshcr.org/Apps/CDOnline/>



# Application Process

What happens after I hit “submit”?



# Access to Home – Application Process

## Scoring Criteria

A) Community Need – 10 Points

- Number with Disability
- Public Need for Investment
- Narrative Required

B) Income Targeting – 5 Points

C) Coordination of Housing &  
Supportive Services – 10 Points

D) Organizational Experience – 10 Points

E) Leveraging – 10 Points

- Leveraged Funds
- Committed Leveraged Funds

F) Program Design & Implementation  
Capacity – 55 Points

**Note: Up to 100 points available**



# Access to Home - Application Process

## Scoring Criteria

### Community Needs; Transition & Diversion Need

- Primarily rely on narrative
- Data is useful. US Census Data or other Substantiated Data Source
- Describe impact on individual recipients and community as a whole
- Need: identify eligible households, persons with disabilities that may be diverted from institutionalization or nursing home care
- Describe need for public investment



# Access to Home - Application Process

## Scoring Criteria

### Income Targeting

- Determine average income level to be served
- Points awarded for serving lowest income levels

### Coordination of Housing and Supportive Services

- Extent to which proposed program has demonstrated links to other disability service providers in the service area
- Formal agreements between applicant and disability providers

# Access to Home - Application Process

## Scoring Criteria

### Organizational Experience

- Applicant's past experience with Access to Home program or other similar programs
- Successful grant administration experience provided for non-HCR programs
- Comparable in size, scope, complexity to proposed Access to Home program
- Program penalty deductions for past incomplete Access to Home awards



# Access to Home - Application Process

## Scoring Criteria

### Leveraged Funds

- Measure committed, eligible sources of funds that will be leveraged by the requested Access to Home funds.
- Other grant sources related to the current project
- Commitments for private financing
- Documentation that verifies the committed funding (public or private)
- NOT necessarily full award from leverage source





# Access to Home - Application Process

## Scoring Criteria

### Program Design & Implementation Capacity

Applicant shows ability to administer the program and accomplish stated goals within contract timeframe.

- Demonstrate your understanding of program rules.
- Identify experienced staff who will be responsible for administration. Detail your administrative procedures.
- Identify process for identifying potential program participants
- Tell us about local coordination & partnerships with contractors



# RESTORE – Application Process

## Scoring Criteria

- A) Community Need – 10 Points
  - % Elderly in Service Area
  - Elderly Housing Conditions
- B) Housing & Aging Conditions – 10 Points
- C) Organizational Experience – 10 Points
- D) Leveraging – 10 Points
  - Leveraged Funds
  - Committed Leveraged Funds
- E) Program Design & Implementation Capacity – 60 Points

**Note: Up to 100 points available**



# RESTORE - Application Process

## Scoring Criteria

### Community Needs

- Community Needs identifies extent of need in the proposed service area
- Percentage of low-income elderly homeowners and that need emergency repairs
- Primarily rely on data: US Census Data and/or other substantiated data source

### Housing and Aging Services

- Measures demonstrated links to other senior citizen service providers
- Formal agreements between applicant and disability providers



# RESTORE - Application Process

## Scoring Criteria

### Organizational Experience

- Applicant's past experience with RESTORE or other similar programs
- Successful grant administration experience provided for non-HCR programs
- Comparable in size, scope, complexity to proposed RESTORE program
- Program penalty deductions for past incomplete RESTORE awards



# RESTORE - Application Process

## Scoring Criteria

### Leveraged Funds

- Measure committed, eligible sources of funds that will be leveraged by the requested RESTORE funds.
- Other grant sources related to the current project
- Commitments for private financing
- Documentation that verifies the committed funding (public or private)
- NOT necessarily full award from leverage source



# RESTORE - Application Process

## Scoring Criteria

### Program Design & Implementation Capacity

Applicant shows ability to administer the program and accomplish stated goals within contract timeframe.

- Demonstrate your understanding of program rules.
- Identify experienced staff who will be responsible for administration. Detail your administrative procedures.
- Identify process for identifying potential program participants
- Tell us about local coordination & partnerships with contractors



# Application Tips - CDOL

## Budget Table

- A Sources of Funds Exhibit (table) must include the funds requested by the application.
- Example: if the applicant is completing a RESTORE Program application requesting \$50,000 in RESTORE Program funds, that \$50,000 must be listed as pending approval in the sources of funds table.
- The amount indicated in the *Sources* of Funds table, must match the amount indicated as the total project cost in the *Uses* of Funds table.



# Application Tips - CDOL

## Attachments

- CDOL and the application instructions will tell the applicant which attachments are required.
- The applicant must click 'add', then navigate to the file to upload documents or photos. Once each attachment has been uploaded, the applicant must click submit at the bottom of the page.
- Applicants must click the 'omit' button next to attachments that are not required for their applications.





# Application Tips - CDOL

## Application Status

Some applicants are unclear on whether or not an application has been successfully submitted.

If the application status says:

- **In progress**, the application is available for the applicant to edit and continue to work on.
- **Certified**, the application exhibits have been successfully completed, the application exhibits have passed validation, but attachments must still be uploaded and certified.
- **Completed**, the application has been successfully submitted, all required steps are complete. (note: if an application does not require attachments, when the application says 'Certified' it is complete)
- **Terminated**, the application was not completed by the deadline.



# Application Tips

## Common Trends in Successful Applications

### General Comments

- Answer all questions
- Answer the question being asked
- Spelling and grammar – not scored but have an impact
- Access to Home – make sure administrative plan matches the application

### Community Needs (Access & RESTORE); Transition and Diversion Need (Access)

- Service area data provided not consistent with program description
- Data source not sufficient

### Housing & Aging Services (RESTORE)

- Applicant does not identify linkages sufficiently; will establish if funded
- Applicant does not document linkages
- Applicant does not document two-way linkages



# Application Tips

## Common Trends in Successful Applications

### **Income Targeting (Access)**

- Serve the lowest-income population feasible

### **Coordination of Housing and Supportive Services (Access)**

- Applicant does not identify linkages sufficiently; will establish if funded
- Applicant does not document linkages
- Applicant does not document two-way linkages

### **Organizational Experience (Access & RESTORE)**

- Make sure experience examples are similar in size, complexity to application
- Provide non-HCR examples
- Very few penalty deductions

# Application Tips

## Common Trends in Successful Applications

### **Leveraged Funds(Access & RESTORE)**

- Documentation of leveraged funds
- Private funding is half the points available

### **Program Design & Implementation Capacity (Access & RESTORE)**

- Answer all questions
- Narratives do not match program questions
- Acknowledging the question in the narrative is not sufficient
- Ensure Narrative matches other application exhibits
- Cut and paste at your own risk
- Admin Plan requires sufficient detail

# Application Tips

## Common Trends in Successful Applications

Successful applications identify the need in the community, have relevant experience and offer a diversified budget.

- For Access to Home applications the administrative plan submitted is clear and concise. It is also consistent with information provided in application exhibits.
- Documentation is key for both leverage and service linkages.
- Past experience is important though not necessarily with the respective programs. Successful applicants verify past program experience but can also show staff are prepared to implement the program immediately upon receipt of funds.



# Wrap up - Questions?

Please submit all questions on the content of this presentation to:

[OCRinfo@nyshcr.org](mailto:OCRinfo@nyshcr.org)

Please include **OCR Webinar – Access and RESTORE Programs** in the subject line of your e-mail.

Questions will be responded to directly. The Access to Home Programs and the RESTORE Program have Frequently Asked Questions (FAQ) sheets developed and are updated regularly, including questions from this webinar. The FAQs are available on the HCR website at [www.nyshcr.org](http://www.nyshcr.org).

