

# **Request for Proposals**

## **Multi-Family Programs**

### New York State Homes & Community Renewal

Division of Housing and Community Renewal  
Housing Trust Fund Corporation

Low-Income Housing Credit Program  
State Low Income Housing Credit Program  
Low Income Housing Trust Fund Program  
New York State HOME Program  
Urban Initiatives Program  
Rural Area Revitalization Projects Program  
Infrastructure Development Demonstration Program

September 2012

## **I. Introduction**

### **A. General Information:**

New York State Homes & Community Renewal (HCR) seeks to engage our development partners in the preservation and creation of high quality affordable housing opportunities for residents across the State by investing certain resources of the agency identified herein. HCR acting through the Division of Housing and Community Renewal (DHCR) and the Housing Trust Fund Corporation (HTFC) invites you to apply for these housing assistance resources through this Unified Funding (UF) 2012 Capital Programs Request for Proposals (RFP). This RFP describes the programmatic and submission requirements for the four UF Programs: the Low-Income Housing Credit Program (LIHC), the State Low-Income Housing Tax Credit Program (SLIHC), the Low-Income Housing Trust Fund Program (HTF), and the New York State HOME Program (HOME). Applicants may also apply for Urban Initiative Program (UI), Rural Area Revitalization Program (RARP), Project Based Vouchers and Infrastructure Development Demonstration Program (IDDP) funds in conjunction with any of the four UF Programs listed above. Applications may not be submitted requesting UI, RARP, Project Based Vouchers and IDDP funds without also requesting funds from a UF Program. Applicants may only apply for funding for the new construction, substantial rehabilitation, and moderate rehabilitation of site-specific multi-family housing under this RFP.

Applicants may also request construction funding from the Housing Development Fund Program (HDF) in conjunction with HTF and/or HOME funding. (Eligible HDF applicants are listed in Section IV, E below).

This RFP explains the process by which HCR will accept and evaluate applications. While much of the application process is identical for all programs, each program has unique evaluation criteria, and the review steps may vary. At the end of the funding round, unsuccessful applicants may request an exit conference with HCR staff to review their application. Prior to the application deadline, Applicants may request technical assistance with preparing an application, and are encouraged to contact HCR as early in the application preparation process as possible due to time constraints.

HCR reserves the right to award all, a portion of, or none of the program funds based upon funding availability, feasibility of applications received, the competitiveness of the applications, the applicant's ability to meet HCR criteria for funding, the applicant's ability to advance the State's housing goals, and HCR's assessment of cost reasonableness. HCR further reserves the right to review an application requesting project funds as an application for funding under other programs for which the project is eligible, and to change or disallow aspects of the applications received. HCR may make such changes an express condition of its commitment to fund the project.

## **B. New for UF 2012**

There are several important changes to the RFP for UF 2012. Below is a list of the most significant changes.

### **1. Early Award Applications**

HCR seeks to encourage high quality, high readiness projects that advance specific housing goals of the State by providing an accelerated application and review process as part of UF 2012. In addition to meeting the general application requirements described herein, early award applications will need to satisfy additional conditions and requirements not required of UF 2012 applications generally, including an earlier application submission deadline.

Applications satisfying the conditions and requirements for early awards will be rated and ranked compared only to other early award applications. In the event that an application does not receive an early funding award, the application may be considered by HCR for an award as part of later funding round decisions. See Section III, A & B, for details.

### **2. Developer Fees for Projects Requesting Project Based Vouchers (PBVs)**

Under this RFP, HCR will give priority to Applications proposing projects utilizing PBVs in which the developer fee is at or below the HUD safe harbor standard of 12% of

the total development cost (profit and overhead). See Section IV, F3 for additional information.

### **3. Credit & Lexis/Nexis Report Requirements for Development Team Members**

Under UF 2012, HCR will be requiring that the project developer, general contractor, architect, and housing consultant provide an authorization for HCR to perform credit and Lexis/Nexis background checks. The Authorization must be submitted along with the Application as Attachment F10.

### **4. Utilization of Debarred Contractors**

As a condition of application submission, HCR will require Applicants to agree not to contract for any services related to the project with any entity that is on any Federal or New York State debarment list, or is otherwise prohibited from bidding on, or receiving government contracts.

### **5. Increased LIHC Supportive Housing Set-Aside**

The LIHC Supportive Housing Set-Aside has been increased for UF 2012 from \$2.2 million to \$4 million. Please see Section IV A2 of this RFP for more information on LIHC Set-Asides.

### **6. Revised Standards for receiving competitive points for fully-accessible and adapted, move-in-ready units**

Additional requirements which must be satisfied to receive scoring points for fully-accessible and adapted move-in ready units include:

- evidence that there is sufficient market demand for the number and type of units proposed for eligible households with at least one person who is mobility, hearing or vision impaired;
- that an experienced service provider has provided a written commitment to refer a sufficient number of households with at least one person who is mobility, hearing or vision impaired, as applicable, to occupy the fully accessible and adapted units; and,
- that an experienced service provider has provided a written commitment to offer appropriate services to tenants with these impairments.

## **C. Table of Contents:**

This document consists of the following seven sections:

I. Introduction

II. Application Submission Deadlines & Additional Submission Information

III. Early Award Projects

IV. Program Announcements/Initiatives

V. Additional Guidance for the UF 2012 Round

VI. Evaluation and Selection Process

VII. Regional Office Service Areas

## **II. Application Submission Deadlines & Additional Submission Information**

### **A. Application Submission Deadlines**

Applications for capital project funding are submitted using the Community Development Online (CDOL) Application System, located on the HCR website at:  
<http://www.nyshcr.org/Apps/CDOnline/>

Printable instructions and screen shots of the CDOL Exhibits for the UF 2012 CDOL application will be available on the HCR Website at:  
<http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2012/>

UF 2012 will have two Capital application deadlines. The first deadline will be for Early Award Projects, which meet criteria set forth in Section III of this document. The second deadline is for all other capital projects. Applications for Early Award Projects must be completed and submitted by 5:00 PM on Thursday, October 25, 2012. All other UF 2012 capital applications must be completed and submitted by 5:00 PM on Thursday, November 29, 2012. In the event that an application does not receive an Early Award, the application may be considered by HCR for an award as part of later funding round decisions.

Prior to application submission, HCR project management, underwriting and design staff will be available to answer questions from prospective applicants. Regional Offices are listed in Section VII of this document. After submission of a UF 2012 capital application, unsolicited contact with HCR staff is not permitted until after funding notifications have been made.

### **B. Additional Submission Information/Materials**

Applicants requesting LIHC and/or SLIHC must submit an application fee of \$3,000 **per program** at the time of submission, with the following exception: not-for-profit applicants (or

their wholly-owned subsidiaries) which will be the sole general partner (or co-general partner with another non-profit) of the partnership/project owner or the sole managing member (or co-managing member with another non-profit) of the limited liability company/project owner may request a deferral of payment until the time of credit allocation. Such waiver requests must be requested one month in advance of the Application due date. Send waiver requests to:

Mr. Arnon Adler, Tax Credit Program Manager  
6<sup>th</sup> Floor South  
38-40 State St.  
Albany, NY 12207

(See the UF 2012 Capital Application Instructions for Attachment F2 for fee submission instructions).

This RFP provides only some of the information and materials necessary for application preparation. Additional materials will be available on HCR's website at: <http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2012/>, except as where noted below.

These include:

1. the UF 2012 Capital Application, available at: <http://www.nyshcr.org/Apps/CDOnline/>;
2. printable instructions for the UF 2012 Capital Application Exhibits and Attachments, including screen shots of the CDOL Exhibits;
3. the Design Handbook;
4. the Capital Programs Manual (CPM);
5. DHCR's Low-Income Housing Credit Qualified Allocation Plan (DHCR QAP);
6. the New York State Low-Income Housing Tax Credit (SLIHC) Statute – Article 2-A;
7. DHCR's SLIHC Regulation – 9 NYCRR Part 2040 Section 2040.14;
8. the Green Building Criteria Reference Manual;
9. UF 2012 Reference Materials;
10. UF 2012 Capital Application Slideshow; and
11. the Pre-Qualified Market Analysts List.

### **III. Early Award Projects**

#### **A. General Information**

HCR seeks to encourage high quality, high readiness projects that advance specific housing goals of New York State by providing an accelerated application and review process as part of UF 2012. In addition to meeting the general application requirements described herein, early award applications will need to satisfy additional conditions and requirements not required of UF 2012 applications generally, including an earlier application submission deadline and a mandatory pre-application conference with HCR staff.

Applications satisfying the conditions and requirements for early awards will be provided an accelerated review and will be rated and ranked compared only to other early award applications. In the event that an application does not receive an early funding award, the application may be considered by HCR for an award as part of later funding round decisions.

In addition to satisfying the conditions and requirements generally applicable to all UF 2012 applications, applicants for early awards must also:

- Submit a complete application by 5 pm, October 25, 2012;
- Demonstrate that the project will be able to proceed to construction within 120 calendar days of award. In evaluating a project's readiness to proceed to construction within 120 days of an award, HCR will consider the development team's past performance in the delivery of units on time and on-budget in addition to project-specific indicators such as status of local approvals and financing commitments; and,
- Provide clear documentation that the application proposes a project that will advance at least one State housing goal described below in Section B.

## **B. Eligible Early Award Projects**

The following are descriptions of applications which meet State housing goals, and are eligible for consideration for Early Awards under UF 2012.

### **1. Revitalization and Economic Development Goals**

The following are eligible Early Award Applications under the Revitalization and Economic Development Goals category:

#### **a. Priority Projects Identified in Regional Economic Development Plans**

These applications will propose the construction and/or rehabilitation of affordable housing that are a component of projects that have been specifically endorsed in Regional Economic Council Strategic Plans.

**b. Fort Drum Impact Area Projects**

These applications will propose family projects that serve the Fort Drum Impact Area. These applications must demonstrate readiness to complete construction and rent-up by the summer of 2014.

**c. Flood Relief Projects**

These applications will propose projects in communities directly impacted by tropical storms Lee and Irene. These applicants must demonstrate that there was significant loss of housing within a one mile radius of the proposed project and that the project contributes to the revitalization of the impacted community. Applicants must provide a letter of support for the specific project from the chief elected official of the municipality in which the project would be located. Applications will need to demonstrate readiness to complete construction and rent-up by the summer of 2014. Based on a review of financing needs of the proposed flood relief projects, including whether the applicant has proposed specific actions to reduce overall project costs, HCR will consider requests for LIHC basis boosts pursuant to the authority granted in the Housing and Economic Recovery Act of 2008.

**d. Mixed Income/Mixed Use Upstate Revitalization**

These applications will propose to create or rehabilitate mixed-use buildings with mixed-income housing that will contribute to the revitalization of a downtown area or mixed use neighborhood in Upstate New York. These projects must clearly demonstrate how the project addresses local community development needs by submitting as part of their application a targeted local community revitalization plan that has been developed with significant community and local government involvement and that specifically evidences support of the proposed project by the local community. These projects must have clear local support as evidenced by commitment of local resources and applications should detail any local actions that have been taken or will be taken in support of the project. Preference will be given to applications that:

- propose the adaptive reuse or rehabilitation of currently vacant structures that are having a blighting impact on a community;
- demonstrate site control of land acquired through Land Banks established pursuant to Article 16 of the New York State Not-for-Profit Corporation Law; and/or,
- propose a retail component that will address an unmet community need identified in a local community revitalization plan.

Applicants may request up to \$200,000 in Urban Initiative (UI) or Rural Area Revitalization Projects (RARP) funding to subsidize the non-residential costs of the proposed project. The commercial portion of the project must have appropriate and adequate financing sources to cover its development costs and it must have sufficient lease income to support the real-estate operating costs of the space. Priority in the award of UI and RARP will be given to projects that clearly satisfy all early award criteria for Mixed Income/Mixed Use Upstate Revitalization projects.

**e. Mixed-Income Cross-Subsidized Projects**

These applications will propose affordable units that are part of a larger market-rate development in areas experiencing considerable housing revitalization and reinvestment. The development of the affordable units must be subsidized through a significant contribution from the market-rate units and affordable units cannot exceed more than 30% of the overall development's total units. Maximum rents in low-income units must be significantly more affordable than the development's comparable market-rate units.

**f. Lead Abatement Projects**

These applications will propose the rehabilitation and lead abatement of existing rental housing in zip codes identified by the State Department of Health as having significant concentrations of children identified with elevated blood lead levels. Projects must propose that at least 50% of projects units will involve the rehabilitation and abatement of existing rental units.

**2. Supportive Housing Goals**

The following are eligible Early Award Applications under the Supportive Housing Goals category:

**a. Supportive Housing Projects Serving Veterans with Special Needs**

These applications will propose Supportive Housing Projects, as defined in Section 2040.2(v) of the DHCR QAP, for Veterans with Special Needs. Applications must demonstrate a coordinated state investment in the project by clearly documenting firm commitments of service, operating, and development financing from State partners. Projects will be evaluated on the extent to which funding commitments contribute to meeting the financial needs of the proposed project.

**b. NYS Office for People with Development Disabilities (OPWDD) Leveraged Supportive Housing Projects**

These applications will propose a preference in tenant selection for persons with development disabilities for up to 20 percent of a project's total units. Applicants must have firm commitments from the New York State OPWDD for operating, supports, services, and development financing for special needs units.

### **3. Workforce Opportunity Goals**

The following are eligible Early Award Applications under the Workforce Opportunity Goals category:

#### **a. Housing Opportunity Projects**

These applications will propose workforce in areas experiencing economic growth that are served by high performing school districts. Projects must be located in areas that have stable or growing tax bases and must also be in close proximity to public transportation, child care, and employment opportunities. Additionally, Housing Opportunity Projects must be located in areas that have low rental vacancy rates and a high percentage of renters paying 30% or more of their household income on housing.

#### **b. Transit Oriented Development (TOD)**

These applications will propose workforce housing projects in close proximity to Metropolitan Transit Authority (MTA) rail stations outside NYC, or which are in communities that have completed and are implementing TOD plans that will clearly link the proposed project to expanded transportation choices for tenants.

## **IV. Program Announcements/Initiatives**

### **A. Low-Income Housing Credit Program (LIHC)**

LIHC provides a dollar-for-dollar reduction in federal tax liability to investors in qualified low-income housing that meets the requirements of Section 42 of the Internal Revenue Code (IRC).

LIHC is available to project owners who acquire, construct, and/or rehabilitate rental housing that is reserved for low-income households. The amount of credit allocated to a project is directly related to the costs associated with the acquisition, new construction and/or rehabilitation of rental housing that is reserved for low-income households per Section 42 of IRC.

Applicants requesting LIHC are referred to Section 42 of the IRC and are advised to carefully review the DHCR QAP before submitting an application. The DHCR QAP includes program definitions, threshold eligibility review criteria, project scoring and ranking criteria, clarifications regarding DHCR's allocation process, and provisions regarding project monitoring requirements. Applicants are advised that a pre-qualified market study firm must be used to prepare the market

study required for all LIHC applications. Both the DHCR QAP and a Pre-Qualified Market Analysts list are available at: <http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2012/>. New York City Projects may include a market analysis utilizing data from the most recent addition of the New York City rent guidelines board report.

Consistent with the DHCR QAP, all buildings must be designed and constructed to exceed the minimum energy efficiency requirements of the applicable building code. Applications awarded funding will be required to demonstrate that minimum energy code requirements are exceeded by successful participation in one of the Energy Efficiency options listed in this RFP, or by demonstrating compliance with HUD's Energy Improvements Checklist, Tier 1 & Tier 2. This document is available on HUD's website: <http://hud.gov/offices/pih/programs/ph/phecc/>. Go to "Additional Resources" and select "Energy Improvements Checklist".

All recommended practices applicable to the construction and systems planned for the building must be incorporated; however, the recommended practices shall be secondary where conflicts exist between building codes or HCR standards and requirements, including the Green Building Measures listed in the DHCR QAP.

### **1. LIHC Availability/Funding Limits**

HCR expects that approximately \$25 million will be available for UF 2012 LIHC reservations. The maximum annual LIHC allocation per unit that may be requested is \$22,000. The maximum annual LIHC allocation per project that may be requested is \$1.43 million. However, up to \$1.65 million may be requested for projects in which: a). 50% or more of the units have three or more bedrooms to serve large families (defined as households with five or more persons); or b). 50% or more of the units will serve persons with special needs as listed in the UF 2012 Reference Materials, Section 11, and for which appropriate on- or off-site services will be provided by an experienced service provider.

All LIHC reservations will be made in compliance with the DHCR QAP.

### **2. LIHC Funding Set-Asides**

HCR expects to set-aside a total of \$7.3 million of the available UF 2012 LIHC for the two following program priorities: Preservation Projects (\$3.3 million) and Supportive Housing Projects (\$4 million). No more than \$1 million of the Preservation Project set-aside will be available to High Acquisition Cost Projects, as defined in Section 2040.2(j) of the DHCR QAP. DHCR may exceed these set-aside amounts depending upon the number of competitive, feasible Preservation and Supportive Housing applications received.

Preservation and Supportive Housing Projects are described below:

a. Preservation Projects

A Preservation Project is one in which residential property is rehabilitated to extend its useful life to serve as affordable housing, and averts the loss of currently government regulated affordable rental housing serving the housing needs of a population whose housing need would justify the replacement of the housing if it ceased to be available to that population. The scope of the rehabilitation must be sufficient for the project to function in good repair as affordable housing for a period equal to at least 30 years from the date of issuance of the final credit allocation.

**Preservation Projects must meet the definition set forth in Section 2020.2(r) of the DHCR QAP.**

Applicants proposing a Preservation Project must demonstrate how the project averts the loss of affordable housing, including submission of a physical needs assessment, and must: a) describe any regulatory and economic circumstances which could precipitate the loss of or risk the availability of the project to low-income households; and, b) provide a compelling rationale for preserving the existing project based upon economic conditions including the availability of alternative affordable housing, market rents, vacancy rates, and current and future demand. **Applicants must request a site visit from HCR to observe the building's existing condition and discuss proposed renovations PRIOR to submission of the application. Requests for site visits must be made no later than 30 days prior to the application deadline under which the applicant intends to submit. At a minimum, a draft physical needs assessment must accompany this request. As a condition of any potential award, HCR reserves the right to require modifications of a proposed scope of work based on the results of its site visit and review of the physical needs assessment.**

Preservation Projects proposing the redevelopment of public housing must meet the criteria and conditions for approvals under the New York State Public Housing Law. Such projects may include the economic restructuring and rehabilitation of an existing public housing project. Applicants must have a pre-application meeting with HCR Finance and Development and Public Housing staff regarding the review and approval of the redevelopment plan **prior** to submitting a Preservation Project application.

As mentioned above, no more than \$1 million of the Preservation Project set-aside will be available for High Acquisition Cost Preservation Projects. These are defined in Section 2040.2(j) of the DHCR QAP as Preservation Projects in which the total acquisition cost is 25 percent or more of the project's total development cost. These projects must meet the Preservation Project parameters referenced above and the definition in Section 2020.2(r) of the DHCR QAP to be eligible for

funding. The amount of the developer's fee in a High Cost Acquisition Preservation Project shall be based on an assessment of risk assumed by the project owner, considering factors including, but not limited to: rent subsidies or other project operating support, location, financing sources, occupancy level, project type, and identities of interest.

b. Supportive Housing Projects

A Supportive Housing Project, as defined in Section 2040.2(v) of the DHCR QAP, is a project that gives preference in tenant selection to persons with special needs for at least 30% of the project units. Persons with special needs for the purposes of this set-aside are defined in Section 2040.2(q) of the DHCR QAP. To be considered a Supportive Housing Project under this set-aside, an application must:

- i. document the need for housing for the targeted population within the primary market area;
- ii. provide a comprehensive service plan and an agreement in writing with an experienced service provider that ensures the delivery of appropriate services for which a documented need exists for the targeted population;
- iii. propose a project site in close proximity to public transit service, or include a transportation plan as a component of the comprehensive service plan to ensure access to necessary services.
- iv. demonstrate that funding for appropriate services is in place, or identify a viable plan for securing such funding.
- v. include a provision for an ongoing rental subsidy or other form of subsidy to ensure rents paid by the targeted population remain affordable; and,
- vi. identify a public agency or experienced service provider with which a written agreement has been executed to refer eligible persons and families for the targeted units.

**3. LIHC Program Advisories:**

The federal Housing and Economic Recovery Act of 2008 (HERA) set a temporary fixed applicable percentage of qualified basis of nine percent for newly-constructed or rehabilitated non-federally subsidized buildings placed in service before December 31, 2013. The purpose of this provision was to allow state agencies which allocate LIHC to

maximize the potential allocation of credit to a project in need of these resources at a time when credit equity pay-ins were substantially below historic and current levels.

Unless the federal government passes legislation which extends this provision, LIHC-financed buildings placed in service after 2013 will again be subject to the monthly credit rate, as calculated by the Internal Revenue Service, designed to produce a credit equal to 70 % of the present value of the building's qualified basis for newly constructed or rehabilitated housing that is not federally subsidized. For instance, the unadjusted monthly credit rate for August 2012 is 7.36%, which if applied to a building, would result in reduction in the value of the credit by more than 15%.

Prospective applicants who, based upon the development timetable, anticipate that a building in a project will be placed in service after December 31, 2013 need to take this into account in calculating their credit request and the feasibility of the project's financing structure. HCR reserves the right to disallow any use of the fixed 9% rate if it determines that a project's readiness does not warrant use of such rate.

## **B. New York State Low-Income Housing Tax Credit Program (SLIHC)**

SLIHC provides a dollar-for-dollar reduction in certain New York State taxes to investors in qualified low-income housing which meets the requirements of Article 2-A of the Public Housing Law and which also has received an allocation under the criteria and procedures established in the SLIHC Regulation, Section 2040.14. The SLIHC Regulation is included with the UF 2012 Materials.

The SLIHC Program is similar to the federal LIHC Program except program eligibility is set to assist households earning up to 90% of the AMI rather than the 60% standard of the federal LIHC program. As such, the SLIHC Program requires that at least 40% of the units must be set aside for households whose income is at or below 90% of the AMI.

### **1. SLIHC Availability/Funding Limits**

Subject to authorization, approximately \$4 million is expected to be available for SLIHC reservations pursuant to this RFP. Applications requesting SLIHC pursuant to this Unified Funding round may not request an annual allocation of more than \$750,000 per project. The maximum annual SLIHC allocation per unit that may be requested is \$20,000.

All SLIHC reservations will be made in compliance with the DHCR QAP, the SLIHC Regulation and this RFP.

## **2. SLIHC Preference**

There is no limitation on the number or percentage of SLIHC-assisted units that may serve households at or below 60% of the AMI. However, preference will be given to projects that would qualify for the maximum number of points under the LIHC or SLIHC scoring criteria for Mixed Income use (i.e., 15% or more of the units targeted to households with incomes above 60% of the AMI).

### **C. Low-Income Housing Trust Fund (HTF) Program**

HTF provides funding for new construction or rehabilitation of vacant, underutilized, or occupied residential property; conversion of vacant or underutilized non-residential property to residential use; and, the rehabilitation of distressed residential property for occupancy by low-income tenants, tenant-cooperators or condominium owners. A distressed residential property is a property, the rehabilitation of which would preserve affordable housing currently serving a population whose housing need would justify its replacement if it ceased to be available. Pursuant to statute, funding under HTF is limited to \$125,000 per unit. Up to 10 percent of the amount of the HTF award may be used for the rehabilitation, construction or conversion of community service facility. A community service facility is any facility designed to primarily serve individuals whose income would make them eligible to occupy an HTF-assisted project, including persons who reside in the HTF project or in the immediate community. Examples of possible community service facilities are: Head Start, child care, job training, primary health care, youth recreation and support services for seniors and persons with special needs. By statute, up to 50% of an HTF award may be utilized for acquisition, although preference for awards will be given to projects which will use 25% or less of the HTF award for acquisition costs.

HCR will expect that applicants seeking HTF funds for cooperatives or condominiums will assume and retain the role of monitor over the management and operations of the cooperative or condominium project to ensure that all HTF requirements are met for the duration of the Regulatory Agreement.

Consistent with statutory requirements, preference in making HTF awards to eligible applicants is given to projects which involve not-for-profit corporations or their wholly-owned subsidiaries. In this regard, limited partnership or limited liability company applicants, the ownership interest of the not -for-profit or its wholly-owned subsidiaries must be "at least 50% of the controlling interest" of the partnership as required by Article XVIII of the Private Housing Finance Law.

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

## **1. HTF Availability/Funding Limits**

Subject to the availability of appropriations, HCR intends to make \$32 million in HTF Program funds available to fund site-specific project applications under UF 2012. The maximum per-unit amount of HTF that may be requested is \$125,000. The maximum HTF funding request per project is \$2 million. However, up to \$2.4 million may be requested for projects which meet one or more of the following criteria:

- a.) 50% or more of the units have three or more bedrooms to serve large families (defined as households with five or more persons);
- b.) 50% or more of the units will serve persons with special needs as listed in the UF 2012 Reference Materials, and for which appropriate on- or off-site services will be provided by an experienced service provider, and a significant portion of the project's development financing is provided through a coordinated investment with a federal, State, or local agency;
- c.) demonstrate compliance with the requirements of the Green Building Initiative by receiving a score of seven or more of the ten points available under the initiative and demonstrate compliance with the requirements of the Energy Efficiency Initiative (see Section F2).

If HCR determines a proposed project can be accomplished at a lower cost to the State than proposed, fewer funds will be awarded. For applicants who request both HTF and HOME funds for a project, the above funding limits apply to the combined HTF and HOME request.

HCR reserves the right to fund any application requesting HOME and HTF solely with HTF funds and, in these instances, will require the owner to execute a HOME Match Addendum requiring the project to meet the HOME Program definition of affordable housing.

Applicants that receive a HTF program award should be aware that the award may be claimed as a matching project for the purposes of the HOME Program and that this may impose additional requirements on the project.

## **D. New York State HOME Program**

Under this RFP, HOME provides funds for acquisition, rehabilitation or construction for site-specific multi-family rental housing projects. Applicants are reminded that Davis-Bacon wage requirements are applicable to all construction of projects with 12 or more HOME-assisted units.

It is one of the purposes of the HOME Program to give, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, job training, employment,

contracting and other economic opportunities to low- and very low-income persons and locally owned enterprises, pursuant to Section 3 of the Housing Act of 1937. Federal law and regulations require that recipients of federal funds in excess of \$200,000 for construction or rehabilitation projects and their contractors agree to comply with the provisions set forth at 24 CFR Part 135.

New York State is required to set aside a minimum of 15% of HOME funds for locally-based non-profit entities that qualify as Community Housing Development Organizations (CHDOs). In order for a HOME multi-family rental project to qualify for the CHDO set-aside, the project ownership structure must comply with the terms of 24 CFR 92.300(a)(1), which states that funds may be provided to a CHDO, its subsidiary or a partnership of which the CHDO or its subsidiary is the managing general partner. If a CHDO owns the project in partnership, it or its wholly-owned for-profit or non-profit subsidiary must be the managing general partner. In acting in any of the capacities specified, the CHDO must have effective project control. A CHDO must state in the Application, and in the project owner's organization documents that the CHDO has effective project control. Please review Section 2.05.04 F of the CPM and the application instructions for Exhibit 1, Section E.6., to ensure that their project meets all requirements for CHDO control of the project if you intend to compete for the CHDO set-aside.

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

### **1. HOME Availability/Funding Limits**

Subject to the availability of appropriations, HCR expects to make \$11million in HOME funds available to fund site-specific projects under UF 2012.

The maximum HOME funding request per project is \$2 million. However, up to \$2.4 million may be requested for projects which meet one or more of the following criteria:

- a.) 50% or more of the units have three or more bedrooms to serve large families (defined as households with five or more persons);
  
- b.) 50% or more of the units will serve persons with special needs as listed in the UF Reference Materials, Section 11, and for which appropriate on- or off-site services will be provided by an experienced service provider , and a significant portion of the project's development financing is provided through a coordinated investment with a federal, State, or local agency.

c.) demonstrate compliance with the requirements of the Green Building Initiative by receiving a score of seven or more of the ten points available under the initiative and demonstrate compliance with the requirements of the Energy Efficiency Initiative (see F2 of this Section).

If HCR determines that a proposed project may be accomplished at a lower cost to the State than proposed, less will be awarded. For applicants who request HTF and HOME funds for a project, the above funding limits apply to the combined HTF/HOME request.

#### **E. Housing Development Fund Program (HDF)**

Subject to the availability of appropriations, HDF Program loan funds may be available to provide construction financing to eligible not-for-profit applicants who propose to use HOME or HTF Program funds as one of the sources of permanent financing for a UF 2012 project.

Eligible applicants for HDF include: Housing Development Fund Companies (HDFCs) incorporated pursuant to Article 11 of the Private Housing Finance Law and not-for-profit and charitable corporations and their wholly-owned subsidiaries which have the improvement of housing for persons of low-income as a primary purpose. Other aspects of HDF program eligibility (areas, projects, costs and occupants) are determined by the eligibility requirements of the program that is the source of permanent financing as outlined in the Eligibility Matrix (see Section VII of this RFP).

Requests for HDF funds will be evaluated in conjunction with the project's application for permanent financing. HDF eligible applicants who request HDF funds for construction financing and receive HCR awards for permanent financing may receive an HDF award, depending upon the quality of the application and the availability of funds. Applicants considering the use of HDF are encouraged to discuss their plan of financing with HCR staff prior to application submission.

#### **F. UF 2012 Funding Initiatives**

The following three initiatives have been established for UF 2012. Please note that, in order to be eligible to be awarded the maximum amount (\$2.4 million) in HTF and/or HOME funding, projects must meet the requirements of both the Green Building and Energy Efficiency Initiatives, as well as the other requirements outlined in Section III - C1 and D1 of this document.

##### **1. Green Building Initiative**

The Green Building Initiative provides HTF and HOME funding to encourage sustainable development measures which promote State Smart Growth Public Infrastructure criteria, energy efficiency, a healthy living environment and protection of

environmental resources. To qualify, projects must meet certain mandatory criteria. Applications may also be eligible for extra points by including additional green building measures in their project.

All applicants must complete and submit with the application the Green Buildings Criteria Checklist and a Green Development Plan explaining the implementation of the Green Building Criteria. The Green Building Initiative includes mandatory criteria and an additional scoring system, which is based on the following sustainable design practices - integrated design process, location and neighborhood fabric, site planning and environmental impacts, water conservation, energy efficiency, materials beneficial to the environment, healthy living environment and operations and maintenance.

## **2. Energy Efficiency Initiative**

The Energy Efficiency Initiative provides HTF and HOME funding to encourage the development of energy efficient residential buildings. To qualify, applications must propose projects that demonstrate participation in one of the options listed in the Energy Efficiency scoring section of this RFP and provide ENERGY STAR or equivalent, heating systems with sealed combustion chambers.

## **3. Project Based Voucher Program (PBV) Initiative**

As authorized by program regulations at 24 CFR 983, HCR plans to offer up to 100 units of Project Based Voucher (PBV) assistance for proposed projects financed through the HTF, LIHC, SLIHC and/or HOME programs as well as for proposed projects financed in conjunction with the USDA Rural Development Section 515 Program. A complete description of all applicable program regulations can be found within the Electronic Code of Federal regulations at: <http://ecfr.gpoaccess.gov>

Developers interested in being considered for PBV assistance should fully review program regulations prior to making application in order to ensure that their proposed project is consistent with all terms and provisions of those regulations. Applicants are advised to carefully examine the subsidy layering review guidelines relative to PBV assistance issued by HUD in its notice of July 9, 2010. These guidelines establish certain development and operations standards that must be adhered to by projects receiving PBVs, including limits on builder's fees, developer's fee, and project cash flow. The guidelines can be found at: <http://www.federalregister.gov/articles/2010/07/09/2010-16827/administrative-guidelines-subsidy-layering-reviews-for-proposed-section-8-projectbased-voucher>.

Please note that under UF 2012, for applications requesting PBVs, HCR will give priority to those projects with a proposed developer fee at or below the HUD safe harbor standard of 12% of the total development cost (profit and overhead).

Applicants are invited to submit proposals for the use of PBVs in connection with the rehabilitation or construction of rental units in **only** those local program areas serviced by HCR's Section 8 Voucher Program and its network of Local Administrators. A complete listing of those local program areas can be found on the HCR website at: <http://nysdhcr.gov/Programs/Section8HCV/sec8admins.htm>

**Applications requesting project based assistance only will not be accepted.** Requests for PBV assistance must be accompanied by a request for assistance from one of the programs included in this funding round.

**a. Basic Requirements:**

Only applications submitted in response to this RFP will be considered for this funding. Applications requiring permanent relocation of current tenants will not be eligible.

HCR requires all applicants seeking PBVs to provide information on the degree to which PBVs enable a project to serve a lower income population than the project would otherwise be capable of serving absent the PBVs. A detailed description of the impact PBVs will have on the population served must be provided in an application seeking PBV assistance. The description must be provided in Attachment F9- Proposal Summary as part of the response to the question of what public purpose is served by the project and who the project beneficiaries will be.

Regulations generally limit PBV assistance to no more than 25% of the units in a project. Projects serving persons who are elderly (62 years or older), persons with disabilities or families receiving supportive services generally equivalent to HUD "Family Self-Sufficiency" programming may be allowed to exceed the 25% per building cap.

**Davis-Bacon wage requirements are applicable to construction of all projects receiving nine or more PBVs.**

**V. Additional Guidance for the UF 2012 Round**

**A. General Requirements for Funding Round**

**1. Replacement Reserve Requirements**

Operating budgets for all projects requesting LIHC and/or SLIHC, including blended projects also requesting HTF/HOME must provide an annual replacement reserve equal to \$250 per unit. An initial replacement reserve contribution equal to \$1,000 per unit is also required and it must be included in the development budget.

HTF and/or HOME stand-alone projects without LIHC or SLIHC must provide an annual contribution to the replacement reserve equal to .50 percent of the total construction cost (including builder's fees), up to a maximum of \$800 per unit for family projects or \$400 per unit annually for elderly projects, unless otherwise approved by HCR.

## **2. Market Study/Market Analysis Requirements**

All applicants must provide a market analysis or a professional market study. Please see Section 5.06 of the CPM for specific market analysis and market study requirements. Professional market studies must be prepared by a HCR pre-qualified market analyst in accordance with the guidelines detailed in the CPM. A listing of pre-qualified market analysts can be found on the HCR website:

<http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2012/>

### **a. Market Study/Analysis Requirements for LIHC/SLIHC Projects**

All applications for projects requesting LIHC and/or SLIHC must include a professional market study prepared by a HCR pre-qualified market analyst or, in the case of projects located in the City of New York, a market analysis utilizing data from the most recent edition of the New York City Rent Guidelines Board Report.

### **b. Market Study/Analysis Requirements for Projects with more than 15 units**

Any new construction project of over 15 units will require the submission of a **professional market study** or, in the case of projects located in the City of New York, a market analysis utilizing data from the most recent edition of the New York City Rent Guidelines Board Report.

HTF and/or HOME stand-alone preservation projects located outside of the City of New York involving the rehabilitation of existing, occupied housing, may submit a **market analysis** rather than a professional market study, if the project's average occupancy for the 12 months prior to application submission is 90% or greater. HTF/HOME preservation project applications must include documentation of the project's most current monthly rent roll, two year project occupancy history, and income-qualified waitlist in the application Attachment D-5, "Preservation Project Information". If the project's average occupancy for the

twelve months prior to application is below 90%, a professional market study is required.

**c. Market Study/Analysis Requirements for Projects of 15 units or less**

Projects of 15 units or less may submit a **market analysis**. For projects involving the preservation of existing, occupied housing, the application **must include** documentation of the project’s most current monthly rent roll, two year project occupancy history and income-qualified wait list in the application Attachment D-5 “Preservation Project Information”. If the project occupancy rate is below 90%, the analysis must address the probable cause(s) of the vacancy problem and how the proposed rehabilitation will improve occupancy levels. New York City Projects may utilize data from the most recent edition of the New York City Rent Guidelines Board Report.

**d. Market Study Requirements for Co-operative/Condominium Projects**

All projects proposing the construction or rehabilitation of a co-operative or a condominium will require the submission of a professional market study demonstrating that a market exists for the proposed project. New York City Projects may include a market analysis utilizing data from the most recent edition of the New York City Rent Guidelines Board Report.

**B. New York/New York III Supportive Housing Agreement**

HCR strongly encourages the submission of applications that include units to be developed in accordance with the New York/New York III Supportive Housing Agreement (NY/NY III). Joint technical assistance with New York City and State agencies responsible for operating and service funding will be available for applicants interested in this initiative. Interested applicants are encouraged to contact HCR prior to application submission for additional technical assistance regarding the availability of operating assistance. For more information about NY/NY III, applicants should contact John Serio at JSerio@nyshcr.org or (518) 473-6959.

**1. Background**

The NY/NY III agreement was signed by New York State (State) and the City of New York (City) on November 3, 2005. Under this agreement, the State and City committed to develop 9,000 units of supportive housing within New York City over the next ten years. For purposes of the NY/NY III agreement, “supportive housing” is defined as a pairing of rental assistance and supportive services in either a building constructed or renovated for this purpose (defined as congregate) or in scattered site apartments acquired for the purposes of housing.

The primary purpose of this Agreement is a commitment by the State and City to increase the supportive housing capacity within New York City targeted to homeless persons. The parties agree to fund both the capital and on-going operating expenses of the supportive housing.

## **2. DHCR's Role**

As signatory to the agreement, DHCR is charged as a capital funding agency for housing for the following persons who are chronically homeless, or at serious risk of becoming chronically homeless, (the State and New York City agencies providing funds are identified after each population):

- Persons who suffer from serious and persistent mental illness (NYS Office of Mental Health (OMH). Please see Section 3 below for information on OMH Operational funding.
- Single adults with a substance abuse disorder – (NYS Office of Alcoholism and Substance Abuse Services and the NYC Department of Health and Mental Hygiene)
- Persons living with HIV/AIDS (NYC Human Resources Administration)
- Families in which the head of the household suffers from a substance abuse disorder (NYS Office of Alcoholism and Substance Abuse Services), a disabling medical condition or HIV/AIDS (NYS Office of Temporary and Disability Assistance and NYC Department of Health and Mental Hygiene)

This RFP encourages applications serving one or more of the above populations which utilize NY/NY III funding in support of the populations served. Supportive housing may be a portion of a building also targeting non NY/NY III populations. At a minimum, operating expenses for NY/NY III populations will be funded by the appropriate State or City agencies. These agencies, and contacts for each, are identified below:

New York State Office of Mental Health  
Moira Tashjian  
(518) 402-4233  
[Moira.tashjian@omh.ny.gov](mailto:Moira.tashjian@omh.ny.gov)

New York State Department of Health  
AIDS Institute  
Tim Doherty  
(518) 474-8162  
[tbd02@health.state.ny.us](mailto:tbd02@health.state.ny.us)

NYS Office of Alcoholism and Substance Abuse Services  
William Panepinto  
(518) 485-0496  
[billpanepinto@OASAS.ny.gov](mailto:billpanepinto@OASAS.ny.gov)

NYS Office of Temporary and Disability Assistance  
Scott Edwards  
(518) 473-2588  
[scott.edwards@OTDA.ny.gov](mailto:scott.edwards@OTDA.ny.gov)

NYC Human Resources Administration (HRA)  
HIV/AIDS Services Administration (HASA)  
Paula Sangster-Graham  
(212) 620-5493  
[sangstergrahamp@hra.nyc.gov](mailto:sangstergrahamp@hra.nyc.gov)

NYC Department of Health and Mental Hygiene  
Laura Grund  
(212) 219-5168  
[lgrund@health.nyc.gov](mailto:lgrund@health.nyc.gov)

### **3. Agencies with Conditional Operating Funding from the NYS OMH**

As part of the State's ongoing commitment to the NY/NY III Agreement, NYS OMH, through a previous RFP process, conditionally allocated operational funding for up to 935 units for individuals meeting the eligibility criteria for NY/NY III Population A. This operational funding is targeted only to NY/NY III Population A homeless housing units being developed with capital funding from the NYS Office of Temporary Disability Assistance (OTDA) and/or HCR. OMH did not award a specific number of units, since the number of units actually developed will depend upon the number of units that a specific site can accommodate; however, a set-aside of this OMH funding has been made to the following successful applicants, contingent upon securing capital funding from OTDA and/or HCR. Applicants interested in providing NYNYIII Population A units are encouraged to contact the following organizations that have a conditional allocation of operational funding from OMH:

ACMH (Association for Rehabilitative Case Management and Housing, Inc.)  
Daniel K. Johansson, Executive Vice President/CEO  
254 W. 31<sup>st</sup> St., 9<sup>th</sup> Fl., New York, NY 10001  
212-274-8558, Ext. 214 Fax: 212-925-7958  
[www.acmhny.org](http://www.acmhny.org)  
(all five boroughs in NYC)

Church Avenue Merchants Association (CAMBA)  
Sharon R. Browne, Deputy Executive Director  
1720 Church Ave., 2<sup>nd</sup> Fl., Brooklyn, NY 11226

718-462-8654 Ext. 30304

Fax: 718-703-8635

[SharonB@camba.org](mailto:SharonB@camba.org)

Comunilife, Inc.

Olga Jobe, Director of Housing Development

214 W. 29<sup>th</sup> St., 8<sup>th</sup> Fl., New York, NY 10001

212-219-1618 Ext. 6144

Fax: 212-643-0634

[ojobe@comunilife.org](mailto:ojobe@comunilife.org)

Concern for Independent Living

Ralph Fasano, Executive Director

631-758-0474 Ext. 201

[rfasano@concernhousing.org](mailto:rfasano@concernhousing.org)

(Brooklyn and Queens)

Federation of Organizations

Steve McCarthy, CFO

[Steve.mccarthy@fedoforg.org](mailto:Steve.mccarthy@fedoforg.org)

(Queens and Brooklyn)

FEGS

Peg Moran

315 Hudson St., 6<sup>th</sup> Fl., New York, NY 10013

212-366-8310

(all boroughs except Staten Island)

Geel Community Services, Inc.

Maria Matias, Executive Director

2516 Grand Ave., Bronx, NY 10468

718-367-1900 Ext. 11

Fax: 718-365-0252

[geelcsinc@aol.com](mailto:geelcsinc@aol.com) (e-mail contact is preferred)

(Bronx only)

HOGAR

Noris Colon, Executive Director

751 Dawson St., Bronx, NY 10455

718-742-7669

(Bronx only)

Lantern Community Services

Alissa Kampner Rudin, Executive Director

49 W. 37<sup>th</sup> St., New York, NY 10018

Odyssey House

Durga Vallabhaneni

95 Pine St., New York, NY 10005

[DValla@odysseyhouseinc.org](mailto:DValla@odysseyhouseinc.org)

212-361-1600

(Bronx only)

Postgraduate Center for Mental Health

Jacob Barak, CEO  
158 East 35<sup>th</sup> St., New York, NY 10016  
212-889-5500 Ext. 205  
(Bronx and Brooklyn)

PSCH  
Alan Weinstock, Executive Director  
142-02 20<sup>th</sup> Ave., Flushing, NY 11351  
718-559-0516  
[Alan.weinstock@psch.org](mailto:Alan.weinstock@psch.org)  
(all boroughs except Staten Island)

Services for the Underserved  
Donna Colonna, Executive Director  
305 7<sup>th</sup> Ave., New York, NY 10001  
212-633-6900

The Bridge  
Dr. Peter D. Beitchman, DSW, LMSW, Chief Executive Officer  
248 W. 108<sup>th</sup> St., New York, NY 10025  
212-663-3318 Fax: 212-663-3181  
[pbeitchman@thebridgeny.org](mailto:pbeitchman@thebridgeny.org)  
(Brooklyn or Queens)

Unique People Services  
Yvette B. Andre, Executive Director  
Administrative Office  
4234 Vireo Ave., Bronx, NY 10470  
718-231-7711 Fax: 718-231-7720  
[yvetteba@uniquepeopleservices.org](mailto:yvetteba@uniquepeopleservices.org)  
(Bronx and Brooklyn)

Urban Pathways  
Fred Shack, Executive Director  
575 Eighth Ave., New York, NY 10018  
212-736-7385  
(any borough except Staten Island)

Volunteers of America  
Tere Pettitt, VP Chief Operations Officer  
340 West 85<sup>th</sup> St., New York, NY 10024  
212-496-4304 Fax: 212-769-2629  
[tpettitt@voa-gny.org](mailto:tpettitt@voa-gny.org)  
(Bronx)

Weston United  
Jean Newburg, LCSW, Chief Executive Officer  
321 West 125<sup>th</sup> St., New York, NY 10027  
646-492-5333 Fax: 212-866-9693  
[jenwburg@westonunited.org](mailto:jenwburg@westonunited.org)  
(any borough)

## **VI. Evaluation & Selection Process**

### **A. General Review Criteria**

HCR will evaluate the investment of the resources made available through this RFP using the following three criteria: fundamentals, leverage, and outcomes. This framework accommodates all scoring criteria currently utilized by HCR. To the extent feasible, HCR will allocate its resources to meet housing needs and achieve a geographic distribution of funding across the State, while promoting community development policies that emphasize the needs of underserved communities and which advance housing policy goals of the State, NYS Smart Growth Public Infrastructure criteria, brownfield redevelopment and healthy living environments.

Fundamentals consider the basic components of any real estate investment- feasibility, team experience, capital structure, etc. In this RFP it also considers certain threshold requirements specific to each resource. HCR will evaluate, among other things, whether the investment is feasible but for our investment, whether all the necessary components are identified and committed and whether the applicant has the proven experience and team members to successfully complete the investment. Leverage considers whether the investment leverages significant outside resources such as third party funds, local funds, and /or local support. Outcomes consider the policy goals achieved by a particular investment. Applications that propose quality housing that most cost-efficiently provide the greatest number of units for the longest period of time for the lowest-income New Yorkers, and which respond to a strategy to address housing needs and articulated State housing goals will have the greatest likelihood of being selected.

In general, HCR will consider the extent to which application supplements or advances a coordinated investment by State agencies, federal government and local partners, and whether a proposed project clearly advances New York State's housing goals and objectives, including any goals set forth by the Regional Economic Development Council strategic plan applicable to the area in which the project is located.

HCR will consider the proximity of a proposed project to locally undesirable land uses which expose residents to negative physical, chemical, biological, social and/or cultural factors when making award decisions.

HCR will also consider the overall cost of a project in making its funding decisions.

All awards made as a result of this RFP must be in conformance with the State's Consolidated Plan and further one of its Strategic Plan objectives. The Consolidated Plan Strategic objectives are available on the HCR website at <http://www.nyshcr.org/Publications/> under the 'Publications' link.

HCR will give priority in its award decisions to projects that demonstrate a readiness to proceed to construction by July 31, 2013. For projects located in the City of New York that involve the transfer of City-owned land not awarded pursuant to a competitive process, HCR will take into account the need for a longer development timetable.

**B. 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 in any instance in which an award of funds includes state-funded construction costs in excess of \$100,000. Preference will be given to applicants that include a New York State certified Minority Women-Owned Business Enterprise as a member of the development team.

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.

**C. Applicant Past Performance**

An applicant's past and current performance in State programs and contracts, including their performance under Article 15A of the New York State Executive Law, will be considered in reviewing, rating, and ranking its application. HCR 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.

When evaluating applications, HCR will take into consideration its experiences with a project's development team on previously-awarded projects, including projects that were delivered with significant delays, cost increases, or change in project scope from what was presented at the time of application.

As a condition of application submission, HCR will require the Project Developer, General Contractor, Architect and Housing Consultant to provide authorization for HCR to conduct credit and Lexis/Nexis reports.

**D. Entities on Federal or State Debarment Lists**

By submitting an application for funding to HCR, the applicant agrees not to contract for any services related to the project with any entity that is on any Federal or New York State debarment list, or otherwise is prohibited from bidding on, or receiving government contracts.

**D. Application Processing Steps**

### **1. Application Receipt**

Applications are assigned an identification number and undergo a series of reviews depending upon the type(s) of assistance and the program(s) from which the funds are requested.

### **2. Completeness Review**

HCR will not be conducting completeness reviews of UF 2012 applications. Applications for funding will be reviewed on the basis of the documentation submitted with the application by the application due date. Applicants will not be given the opportunity to submit application documentation after their initial applicant submission

In all instances HCR, at its sole discretion, will immediately discontinue processing of any application determined to be substantially incomplete. Substantially incomplete applications are those in which 15% or more of the required attachments are missing from the initial application submission, or are otherwise materially deficient. HTFC will also consider to be substantially incomplete any site-specific application which does not include acceptable evidence of site control or a market study/ market analysis. At the sole discretion of HCR, processing will be discontinued for any application which does not include either of these required documents based on review of the initial application submission. Further information on acceptable forms of site control and market studies/market analyses is included in the Project Application instructions and Section 5 of the CPM. Since evidence of acceptable site control is a threshold application requirement, applicants are strongly encouraged to review site control documentation with HCR staff prior to application.

### **3. Eligibility Review**

Applications are reviewed according to the criteria in the following Eligibility Review Matrix. **Applications that fail to meet the eligibility criteria may not be reviewed further.**

**Eligibility Review Matrix**

Category	HOME	HTF	LIHC and SLIHC
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<b>Project</b>	Residential only; new construction, substantial or moderate rehabilitation; rental. (Applicants requesting home ownership or tenant-based rental assistance must apply as Local Program Administrators under a separate RFP).	Primarily Residential: rental, cooperatives or condominiums; up to 10% of an HTF award may be used for costs associated with a community service facility. New construction, rehabilitation, conversion, distressed occupied residential properties the rehabilitation of which would preserve affordable housing serving a population whose housing need would justify its replacement if it ceased to be available; projects with fewer than three units where project creates an additional unit. Residential buildings to be rehabilitated may be vacant, underutilized or distressed; non-residential space to be converted must be underutilized or vacant prior to application.	Residential only or residential with Community Service Facility (LIHC only); new construction, building acquisition with rehabilitation, and rehabilitation.
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<b>Category</b>	<b>HOME</b>	<b>HTF</b>	<b>LIHC and SLIHC</b>
<b>Costs</b>	Any customary development hard costs, acquisition, related soft costs or relocation costs. If more than one source of HOME funds, total HOME funds from all participating jurisdictions must be within published HOME subsidy limits. Applications requesting HOME funding for projects may request up to \$2.0 million, with additional amounts available for projects that meet criteria outlined in Section IV of this RFP.	Actual and necessary cost of construction, rehabilitation, conversion, customary hard cost and related soft cost, excluding administrative fees and capitalization of operating reserves. No more than 50% of award for acquisition. Maximum HTF \$125,000/unit. 10% of HTF award may be used for a Community Service Facility. Applicants may request up to \$2.0 million in HTF funding per project, with additional amounts available for projects that meet criteria outlined in Section IV of this RFP.	Actual and necessary cost of construction, building acquisition and/or rehabilitation, customary hard cost and related soft costs excluding the expense associated with syndication of the Credits. Requests may not exceed \$22,000 of LIHC per unit or \$20,000 of SLIHC per unit. However, a request for both credit programs can each go to the per unit limit. The maximum amount of annual credit allocation that may be requested per project is \$1,430,000. However, applications for projects in which 50% or more of the units will serve large families (households with 5 or more persons) by including units with three or more bedrooms or serve persons with special needs as listed in the current Unified Funding Reference Materials, may request up to \$1,650,000. Applications requesting SLIHC may not request more than \$750,000 per project.

<b>Occupants</b>	All HOME funds must benefit households at or below 80% of area median income; HOME assisted rental units must be primarily occupied by households with incomes at or below 60% of area median income.	Low-income persons up to 80% of area median income in New York City, low-income persons up to 90% of area median income in the areas of the State outside New York City. Preference for very low-income persons (50% or less of area median income).	Low-income households earning up to 60% (90% for State Tax Credit) of area median income. For a project to be eligible for LIHC allocation, it must meet one of the following income related occupancy requirements: 1) 20% of the units must be set aside for households earning 50% or less of area median income; 2) 40% of the units must be set aside for households earning 60% (for SLIHC, 90%) or less of area median income; or 3) 25% of the units must be set aside for households earning 60% or less of area median income, where allowable under the IRC (i.e., New York City only).
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#### 4. Rating Criteria

##### a. General

Applications which pass completeness and eligibility reviews are scored using the rating criteria for each program requested. For the purpose of rating and ranking applications, when an applicant requests funds from two or more programs, HCR will rely primarily on the scoring criteria for the program which would provide the greatest amount of financial assistance to the proposed project.

##### LIHC Rating System

LIHC applications will be rated based on the criteria contained in the DHCR QAP, Section 2040.3(f), which include:

Fundamentals Rating Criteria:

- i. Marketing Plan/Public Assistance (5 points)
- ii. Project Readiness (5 points)
- iii. Sponsor Characteristics (10 points)
- iv. Affordability (5 points)
- v. Energy Efficiency (5 points)
- vi. Long Term Affordability (7 points)
- vii. Project Amenities (2 points)

Leveraging Rating Criteria:

- i. Financial Leveraging (13 points)
- ii. Participation of Local non-Profit Organizations (4 points)
- iii. Community Impact Revitalization - Is the proposed project supported by the locality as evidenced by the implementation of multiple measures including, but not limited to, infrastructure improvements, real property tax relief, financing assistance, land donations, fee waivers and re-zoning? (5 Points\*)
- iv. Community Impact Revitalization - Is the project or project-type part of a comprehensive community revitalization plan (which may include multiple planning documents)? (5 Points\*)

### Outcomes Rating Criteria:

- i. Community Impact/Revitalization - Has there been limited or no subsidized affordable housing production in the past 10 years within the primary market area of the proposed location of the project? (5 Points\*)
- ii. Community Impact/Revitalization - Does the project's primary market area have a strong housing market as evidenced by a vacancy rate of less than 5 percent for comparable units in the primary market area. (5 Points\*)
- iii. Green Building (8 points)
- iv. Fully Accessible and Adapted, Move-in Ready Units (5 points)
- v. Individuals with Children (5 points)
- vi. Persons with Special needs (5 points)
- vii. Mixed Income (3 points)
- viii. Historic Nature of Project (3 points)

\*Community Impact/Revitalization rating criteria measures the extent to which the proposed project provides affordable housing which will have a positive impact on the community and contribute to community revitalization. Although the criteria suggests a possible scoring of 20 points, applications can't receive a combined total of more than 15 points for these criteria.

### SLIHC Rating System

SLIHC applications will be rated based on the criteria contained in the New York State Low-Income Housing Credit Regulation, Section 2050.14, which include:  
Fundamentals Rating Criteria:

- i. Marketing Plan/Public Assistance (5 points)
- ii. Project Readiness (5 points)
- iii. Sponsor Characteristics (10 points)
- iv. Energy Efficiency (5 points)
- v. Long Term Affordability (7 points)
- vi. Project Amenities (2 points)

### Leveraging Rating Criteria:

- i. Financial Leveraging (13 points)
- ii. Participation of Local non-Profit Organizations (4 points)
- iii. Community Impact Revitalization - Is the proposed project supported by the locality as evidenced by the implementation of multiple measures including, but not limited to, infrastructure improvements, real property tax relief, financing assistance, land donations, fee waivers and re-zoning? (5 Points\*)
- iv. Community Impact Revitalization - Is the project or project-type part of a comprehensive community revitalization plan (which may include multiple planning documents)? (5 Points\*)

### Outcomes Rating Criteria:

- i. Community Impact/Revitalization - Has there been limited or no subsidized affordable housing production in the past 10 years within the primary market area of the proposed location of the project? (5 Points\*)
- ii. Community Impact/Revitalization - Does the project's primary market area have a strong housing market as evidenced by a vacancy rate of less than 5 percent for comparable units in the primary market area. (5 Points\*)
- iii. Green Building (8 points)
- iv. Fully Accessible and Adapted, Move-in Ready Units (5 points)
- v. Individuals with Children (5 points)
- vi. Persons with Special needs (5 points)
- vii. Income Mixture (8 points)
- viii. Historic Nature of Project (3 points)

\*Community Impact/Revitalization rating criteria measures the extent to which the proposed project provides affordable housing which will have a positive impact on the community and contribute to community revitalization. Although the criteria suggests a possible scoring of 20 points, applications can't receive a combined total of more than 15 points for these criteria.

**b. HTF/HOME Rating System**

Fundamentals Rating Criteria:

- i. Project Readiness (5 points)** – This rating criteria measures the extent the project has obtained all financing commitments (construction and permanent funding sources) needed to complete the project.
- ii. Successful Development Performance (5 points)** - Measures the successful performance of the applicant or the applicant and members of their development team in the timely development and completion within approved development budgets of comparable affordable housing (in terms of size number of units), financing, income served and tenure of housing) in the five years prior to application submission date.

Leveraging Rating Criteria:

**i. Leveraging (5 points)**

(1) Permanent Financing - Points are awarded based on the ratio of non-governmental funds to be used for permanent financing to total project cost. Projects in which non-governmental sources finance 80% or more of total project costs (not including a deferred developer fee) will receive the most points. (3 points)

(AND)

(2) Construction Financing - Measures the extent to which private lenders will be used for construction financing. Projects in which only non-governmental funds will be used for construction financing will receive the most points. (2 points)

**ii. Community Impact Revitalization** - Is the proposed project supported by the locality as evidenced by the implementation of multiple measures including, but not

limited to, infrastructure improvements, real property tax relief, financing assistance, land donations, fee waivers and re-zoning? (5 Points\*)

**iii. Community Impact Revitalization** - Is the project or project-type part of a comprehensive community revitalization plan (which may include multiple planning documents)? (5 Points\*)

**State-Subsidized Rural Rental Assistance Program Projects (5 points)** – Bonus points will be awarded to rehabilitation projects currently subsidized through the Rural Rental Assistance Program that can demonstrate actions and/or improvements that will reduce or restrain growth in project operating costs, including, but not limited to, reductions in real property taxes, reductions in insurance, management and other operating costs, and reductions in energy costs by agreeing to participate in one of the options listed in the Energy Efficiency scoring section of this RFP.

**Collaboration (10 points)** – points will be awarded to applications based on the extent of documented financial commitments, as a percentage of the total development cost of the project, from Federal, State or local government partners. Applications for which documented firm financial commitments from other sources equal to 70% of the project's total development cost will receive the most points. Applications which document a lesser percentage of such commitments will be awarded fewer points.

Outcomes Rating Criteria:

**i. Community Impact/Revitalization** - Has there been limited or no subsidized affordable housing production in the past 10 years within the primary market area of the proposed location of the project? (5 Points\*)

**ii. Community Impact/Revitalization** - Does the project's primary market area have a strong housing market as evidenced by a vacancy rate of less than 5 percent for comparable units in the primary market area. (5 Points\*)

**iii. Investment Cost (20 points)** - Measures the present value of proposed project's per-unit annual investment to the State. Projects which cost the least and are regulated for the longest term will receive the most points. Reviewers will use a Unified Funding Subsidy Index to measure the per-unit cost against the length of time (regulatory term) that the units will remain affordable. It is also adjusted for bedroom size by using the following formula: for senior projects, the number of SRO's is multiplied by .75 and the number of one or more bedroom units is multiplied by 1.0; for non-senior/family projects, the number of SRO's is multiplied by .75, the number of one bedrooms is multiplied by 1.0, the number of two bedrooms is multiplied by 1.25, and the number of three or more bedroom units is multiplied by 1.50.

**iv. Income Served (20 points)**

(1a) Affordability Index- Measures the extent to which the proposal targets households with incomes below the statutory maximum for the program. Projects that serve a weighted average income which is a minimum of five percent below the statutory maximum eligible income will receive the minimum points. Projects that

serve a weighted average income at 35% of median income will receive the maximum points. (15 points)

For HTF and HOME site-specific rental projects:

(1b) Affordable Rents/Ownership Costs - Measures the extent to which the proposed project's gross rents are below the area Fair Market Rents (FMR). Compares project rents with area FMR according to the following point schedule (5 points):

Project Gross Rents Compared to FMR	Points
>5% to 10% below FMR	1
>10% to 15% below FMR	2
>15% to 20% below FMR	3
>20% to 25% below FMR	4
>25% below FMR	5

(OR)

For HTF or HOME site-specific cooperative and condominium projects:

(2b) Affordable Owner Expenses - Measures the extent to which the proposed project owner's gross housing expenses (principal, interest, taxes, and insurance - PITI) compares to an adjusted FMR according to the following schedule (in consideration of additional expenses associated with home ownership, FMR will be adjusted by a factor of 1.3) (5 points):

PITI Compared to Adjusted FMR	Points
>5% to 10% below Adjusted FMR	1
>10% to 15% below Adjusted FMR	2
>15% to 20% below Adjusted FMR	3
>20% to 25% below Adjusted FMR	4
>25% below Adjusted FMR	5

**v. Persons with Special Needs (5 points)** - Scores the extent to which preference in tenant selection will be given to persons with special needs (as listed in the Unified Funding 2011 Reference Materials) and the extent of a commitment to provide supportive services.

1) Preference in tenant selection will be given to individuals and families for 15% or more of the low income units in the project and these individuals and families will be served by supportive services as evidenced by a comprehensive service plan and an agreement or commitment in writing with an experienced service provider. This comprehensive service plan should include:

- an identified ongoing source of supportive service funding; and
- a signed contract or memorandum of understanding between the developer and an experienced service provider to provide ongoing supportive services (5 points)

(OR)

Preference in tenant selection will be given to individuals and families who are eligible populations under the New York/New York III Supportive Housing Agreement (NY/NY III) as evidenced by an agreement or commitment in writing for NY/NY III service and operating funds. (5 points)

(OR)

Preference in tenant selection will be given to individuals and families who are eligible populations under the New York/New York III Supportive Housing Agreement (NY/NY III) as evidenced by submission of an application for NY/NY III service and operating funds. (3 points)

**vi. Green Building Initiative (10 points)**

(1) Up to seven (7) points will be awarded under HTF and HOME to an applicant who documents that their project will meet the mandatory criteria and standard criteria listed below. Specific information on all of the below criteria can be found in the Green Building Criteria Reference Manual. In addition, the Green Building Criteria Checklist, Attachment B9, must be completed and submitted with your application

Points will be awarded according to the following schedule under HTF and HOME and according to the DHCR QAP and the SLIHC Regulation for LIHC and SLIHC:

Integrated Design Process - Mandatory

A written Green Development plan outlining the integrated design approach taken by the entire multi-disciplinary development team including a qualified green design expert must be included in the application accompanying the Green Criteria Checklist.

Operations and Maintenance – Mandatory

The application must demonstrate how these items must will be addressed and planned with the project. The actual documents will not be required until construction completion of projects awarded funding.

- Building owner’s maintenance manual;
- Occupant’s manual or guide; and
- New resident orientation.

Site Planning/Environmental Impacts – 1 point

- Surface water management plan – Mandatory. The application must demonstrate how this will be planned and addressed during construction.
- Phase I Environmental Site Assessment – 1 point. To receive this point, the executive summary of the Phase I Environmental Site Assessment must be included in the application.

Location and Neighborhood Fabric – For this category the project will be scored in the following manner: Applicant completes a minimum of 4 criteria – 1 point; Applicant completes a minimum of 5 criteria – 2 points; and Applicant completes a minimum of 6 criteria – 3 points

- Smart site location in close proximity to existing development;
- Smart site location that avoids sensitive environmental resources including wetlands, critical habitats, steep slopes, prime farmland and parkland;
- Smart site location in close proximity to community services and retail facilities;
- Smart site location in close proximity to public transit;
- Smart site location and orientation of the building to make the greatest use of passive solar heating/cooling (except rehabilitation or infill projects);
- Compact development that achieves densities of at least 15 units per acre for apartments, 10 for townhomes and 6 for detached/semi-detached houses (except rehabilitation or infill projects); or
- Sidewalks and suitable pathways to public spaces, open spaces and adjacent development to ensure walkable neighborhoods.

Healthy Living Environment - For this category the project will be scored in the following manner: Applicant completes a minimum of 7 criteria – 1 point; Applicant completes a minimum of 9 criteria – 2 points; and Applicant completes a minimum of 11 criteria – 3 points

- Low/no volatile organic compounds (VOC) paints, primers, adhesives and sealants;
- Formaldehyde-free composite wood or any composite wood containing urea-formaldehyde with exposed particleboard must be sealed;
- If providing floor coverings; use the Carpet and Rug Institute's Green Label certified (or equivalent) carpet and pad.
- Energy Star labeled bathroom fans that exhaust to the outdoors with a humidistat sensor or timer or continuous operation;
- Ventilation system for each unit providing 15 cubic feet per minute of fresh air per occupant;
- If included, size cooling equipment in accordance with the Air Conditioning Contractors of America Manual, Parts J and S;
- Tankless hot water heaters, or if using conventional hot water heaters, install in rooms with drains or catch pans piped to the exterior and with non-water sensitive floor coverings;
- Combustion sealed water heaters or heaters direct vented to the outside, if heater is located in a conditioned space;
- Cold water pipe insulation;
- Moisture-resistant materials in wet areas;
- Clothes dryers vented directly to the outside; or
- Integrated pest management.

(2) The Green Building Initiative also offers an opportunity to score three (3) points for any application which includes measures or practices which exceed the standard criteria outlined above. To qualify for the three additional points, applications must also propose projects that meet any one of the following criteria:

### Location and Neighborhood Fabric

- Development on a brownfield, grayfield, or adaptive reuse site;

### Energy Efficiency

- Installation of photovoltaic (PV) panels or other acceptable alternative energy measures to provide at least 10% of the project's estimated electricity demand

### Materials Beneficial to the Environment

- Construction waste sent to the landfill is reduced by 25%;
- Use of 25% total recycled content building materials in project construction;
- Use at least 50% (by cost) wood products and materials that are certified in accordance with the Forest Stewardship Council, salvaged wood or engineered framing materials;
- Use water-permeable materials in 40% or more of walkways and 40% or more of paved parking areas (proposed materials must not conflict with accessibility requirements); or
- Use a) ENERGY STAR-compliant and high-emissive roofing for the entire roof or, install a "green" (vegetated) roof covering at least 50% of the roof; and b) light-colored/high-albedo materials and/or an open-grid pavement over at least 30% of the site's hardscaped area.

**vii. Energy Efficiency (10 points)** - Applicants meeting the criteria in one of the energy efficiency programs or strategies listed below are eligible to receive a maximum of 10 points under HTF and HOME, or 5 points under LIHC and SLIHC. The requirements of these programs shall be secondary where conflicts exist between building codes or HCR standards and requirements.

- Applicant intends to participate in the New York State Energy Research and Development Authority (NYSERDA) Multifamily Performance Program (MPP) and has submitted a signed contract with a NYSERDA approved MPP Partner.
- Applicant intends to participate in NYSERDA's Low-rise Residential New Construction Programs and achieve either the New York ENERGY STAR Certified Homes or the New York Energy \$mart designation. The applicant's intent must be affirmed by submission of a signed contract between the applicant and either a Builder or a Home Energy Rating System (HERS) Rater who participate in NYSERDA's program; Or, submit a HERS-based plan review completed by a participating HERS rater to affirm the project design will meet the high efficiency guidelines required to meet NYSERDA's program requirements. Applicant intends to participate in the New York Assisted Home Performance with ENERGY STAR Program and has submitted a signed contract with a participating Home Performance contractor that commits to complying with the requirements of the program.
- Buildings designed in conformance with the U. S. Environmental Protection Agency (EPA) ENERGY STAR Multifamily High Rise Program, version 1.0, in

either the prescriptive path or the performance path to achieve a 15% improvement in energy efficiency beyond that required by ASHRAE 90.1-2007. The application is to include a signed contract with an energy consultant which explains the methodology to be utilized to ensure that the standard is met. If awarded, the project shall provide or address all design and construction requirements and include a report by the energy consultant at the project closeout certifying that all strategies and goals were met.

- Buildings designed in conformance with EPA ENERGY STAR New Homes, version 3.0, in either the prescriptive path or the performance path. The application is to include a signed contract with a RESNET certified HERS Rater which explains the methodology to be utilized to ensure that the standard is met. If awarded, the project shall provide or address all design and construction requirements and include a report at the project closeout certifying that all strategies and goals were met.
- For moderate rehabilitation projects, applicants may bring an existing non-complaint building(s) up to current energy code standards for a new building; or demonstrate that the renovated building(s) will reduce overall energy usage by 20%, as compared to average energy usage for the last two years of operation. The projected reduction in energy usage must be demonstrated by submitting an energy analysis by an architect or engineer licensed in the State of New York, or RESNET certified HERS Rater.

**viii. Fully Accessible and Adaptable, Move-in Ready Units (5 points)** - Scored on whether:

(1) at least five percent (rounded up to the next whole number) of the project units are fully accessible and adapted, move-in ready for person(s) who have a mobility impairment and the unit(s) will be marketed to households with at least one member who has a mobility impairment;

(AND)

(2) at least two percent (rounded up to the next whole number) of the project units are fully accessible and adapted, move-in ready for person(s) who have a hearing or vision impairment and the unit(s) will be marketed to households with at least one member who has a hearing or vision impairment (2 points) (See NOTE below);

(OR)

(3) the percentages of units meeting the requirements of (1) and (2) above are equal to or exceed 10 percent and 4 percent (rounded to the next whole number) respectively (a minimum of two units each) (5 points) (See Note below).

NOTE: In addition to meeting the conditions above, to score any points under this section, the following documentation must be provided:

- evidence that there is sufficient market demand for the number and type of units proposed for eligible households with at least one person who is mobility, hearing or vision impaired;

- that an experienced service provider has provided a written commitment to refer a sufficient number of households with at least one person who is mobility, hearing or vision impaired to occupy the fully accessible and adapted units; and,
- that an experienced service provider has provided a written commitment to offer appropriate services to tenants with these impairments.

\*Community Impact/Revitalization rating criteria measures the extent to which the proposed project provides affordable housing which will have a positive impact on the community and contribute to community revitalization. Although the criteria suggests a possible scoring of 20 points, applications can't receive a combined total of more than 15 points for these criteria.

## **5. Additional Reviews**

When an application requests LIHC, SLIHC, HTF or HOME funds, additional reviews, including, but not limited to, design, underwriting and persons with special needs reviews will be conducted.

## **6. Funding Recommendations**

Funding recommendations are made for feasible projects from available funds on the basis of ranking resulting from rating, statutory distribution requirements, a geographical distribution of funds, support of the State's housing goals and other review criteria outlined in this section of the RFP. Applicants will be informed of the disposition of their applications in an Application Review Letter.

Pursuant to statutory requirements, the following limitations will also be considered in reviewing HTF applications:

- a. no more than 50% of the total amount originally appropriated shall be awarded to projects located within any single municipality;
- b. no more than 33-1/3% of funds awarded to projects within a city with a population of one million or more shall be allocated to private developers; and
- c. no more than 33-1/3% of funds awarded to projects located in areas outside cities with a population of one million or more shall be allocated to private developers.

Pursuant to statutory and policy requirements, HCR will also consider in reviewing HOME applications the CHDO status of an applicant, as well as whether a project is located in a participating jurisdiction.

## **7. HTFC Board Approval**

All HTF and HOME awards must be approved by the HTFC Board of Directors.

## **8. Outcome Letters**

Subject to the availability of funds, HCR expects to issue Outcome Letters approximately 120 days after the submission deadline for the funding round. There are three types of letters:

1. Application Review Letters are sent to unsuccessful Applicants regardless of which program(s) funds were requested from.
2. Award Letters are sent to all successful UF Applicants. This letter notifies the applicant that the project has been selected for funding, and sets forth the number of units and award amount(s). The Award Letter is a preliminary notification, and is issued prior to the binding LIHC/SLIHC Reservation and Funding Commitment Letters, as described below.
3. In addition to the Award Letter, LIHC/SLIHC Reservation Letters are sent to successful Applicants who requested LIHC and/or SLIHC funding. These letters specify the terms and conditions of the reservation, including the reservation expiration date, and certain provisions which will be incorporated in the project's LIHC/SLIHC Regulatory Agreement.

Successful Applicants whose projects include both LIHC and/or SLIHC and HDF, HTF and/or HOME will receive both a LIHC/SLIHC Reservation Letter and an Award Letter.

## **9. Funding Commitment Letters**

Funding Commitment Letters (FCLs) are expected to be issued approximately 45-60 business days after the preliminary Award Letter is issued for HTF and/or HOME funds. The FCL sets forth the terms and conditions under which HTFC will provide financing to the project and some of HTFC's requirements for the project's ongoing operation during the regulatory period, and is considered a binding agreement when signed and returned by the Applicant.

## **10. Project Development Meeting**

The Project Development Meeting provides a forum for the applicant's development team and HCR to discuss the project's development timetable; the roles and responsibilities of the development team members and HCR; and the deliverables required under the terms of the executed Funding Commitment. Additional information on Project Development Meetings can be found in Section 3.02.08 of the CPM. Project development meetings will be scheduled to occur within 20 business days of the issuance of an award letter.

## **11. Processing Time Frames**

Successful applicants will be required to agree to a development timetable outlining the timing of critical development milestones and establishing a schedule for the delivery of key documents for HCR staff review.

HCR expects to process a request for a construction loan closing or permanent takeout within 30 business days of receipt, if all conditions in the commitment letter have been met.

## **VII. REGIONAL OFFICE SERVICE AREAS**

Any questions regarding this RFP or the application process should be directed to the Regional Office which serves the county in which the proposed project is located. Regional office counties and Project Management contact persons for questions related to this RFP are listed below.

### **Capital District Regional Office**

Hampton Plaza, 6<sup>th</sup> Floor

38-40 State Street

Albany, New York, 12207 Robert Shields, Senior Project Manager: (518) 486-5013

James Armstrong, Senior Project Manager: (518) 486-5011

John Serio, Senior Project Manager (518) 473-6959

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**

Electric Building, Suite 105

535 Washington Avenue

Buffalo, New York 14203

Leonard Skrill, Upstate Director of Development (716) 847-3926

Kristin Slaiman, Senior Project Manager (716) 847-3085

Counties Served: Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming and Yates.

### **Syracuse Regional Office**

620 Erie Boulevard West, Suite 312

Syracuse, New York 13204

Leonard Skrill, Upstate Director of Development (716) 847-3926

Lois Holden, Senior Project Manager (315) 478-7179 x 219

Kathleen Karpinski, Senior Project Manager (315) 478-7179 x 217

Counties Served: Broome, Cayuga, Chenango, Cortland, Franklin, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga and Tompkins.

### **New York City Regional Office**

25 Beaver Street, 7<sup>th</sup> Floor

New York, NY 10004, (212) 480-4543

Earnest Langhorne, Downstate Director of Development (212) 480-7473

Michael Ferguson, Senior Project Manager (212-480-7494)

Counties Served: Bronx, Kings, New York, Queens, Richmond, Nassau, Suffolk,  
Rockland and Westchester.

Updated: October 24, 2012

-END OF REQUEST FOR PROPOSALS-