

New York State
Land Bank Initiative
Phase I – Land Bank Operations

2022 REQUEST FOR APPLICATIONS



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

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I. FUNDS AVAILABLE

The NYS Budget allocated \$50 million for a one-time program for services and expenses of Land Banks. The Housing Trust Fund Corporation (HTFC) and NYS Homes & Community Renewal's Office of Community Renewal (OCR) will make funds available in two phases to support Land Bank services and expenses. Up to \$15 million will be made available to support Land Bank operations through this 2022 Land Bank Initiative Phase I Request for Applications (RFA). HTFC anticipates a Land Bank Initiative Phase II funding opportunity to be released in late 2022 to support expenses including property acquisition, building stabilization, demolition, pre-development, technical assistance & capacity building for new Land Banks.

II. ELIGIBLE APPLICANTS

Legally designated Land Banks in New York State formed under the New York State Land Bank Act of 2011 (Article 16 of the Not-for-Profit Corporation law) are eligible to apply for funding.

III. FUNDING LIMITS

Annual Budget Tiers – Total Expenditures	Maximum Request Amount (Not to Exceed)
Up to \$499,999	\$100,000 per year, up to \$300,000 over 3 years
\$500,000 - \$999,999	\$150,000 per year, up to \$450,000 over 3 years
>\$1,000,000	\$200,000 per year, up to \$600,000 over 3 years

Land Banks may request funding as outlined in the table above. Maximum request amounts are established based on annual budget size. For consistency, these tiers will be confirmed using the PARIS Budget & Financial Plan Adopted 2022 "Total Expenditures" field.

Eligibility for the maximum award will require demonstration of administrative capacity, alignment with existing organizational budget and representative eligible costs.

Land Banks may request funding for three years in the 2022 application, however, award and renewals in years two and three are subject to satisfactory performance reporting, eligible costs and ability to successfully execute a grant agreement with HTFC.

Land Banks that experience significant growth during the term may submit a formal request for consideration to advance into another Budget Tier and additional funding prior to renewal.

IV. ELIGIBLE ACTIVITIES

Land Banks may request funding for non-capital services and expenses including:

A. Operations

Staff and office expenses to plan and implement land bank work, office materials, rent, utilities, legal, accounting, marketing, etc.

B. Property Maintenance for existing inventory

Landscape maintenance (snow, grass, trash removal, etc.), security measures, utility costs, registry costs.

C. Technical Assistance

Procurement of third-party support for capacity building & organizational development.

D. Pre-development

Building feasibility studies, scope development, environmental reports, etc.

V. APPLICATION PROCESS

Funding round materials will be available on the NYS Homes and Community Renewal website on July 14, 2022: <https://hcr.ny.gov/land-bank-initiative>

HCR may also revise this RFP as necessary after issuance.

A. Application Format

The Application is made available as a multi-tab Excel workbook. Application must be submitted in the Excel format provided with all required attachments:

1. Certificate of Incorporation & other relevant establishing paperwork
2. Most Recent PARIS Budget & Financial Plan
3. Adopted Conflict of Interest Policy
4. Adopted Procurement Policy
5. Audit Management and/or Opinion Letter
6. Signed OCR Program Applicant Certification

<https://hcr.ny.gov/system/files/documents/2020/11/ocr-applicant-certifications.pdf>

7. Vendor Responsibility Questionnaire (VRQ) (signed PDF- not VendRep)

<https://www.osc.state.ny.us/files/state-vendors/vendrep/pdf/ac3291s.pdf>

8. Supporting documentation for costs

A complete application package must be submitted, incomplete or piecemeal submissions will not be accepted.

B. Application Deadline

Application Open Date: Thursday, July 14, 2022

Application Deadline: Wednesday, September 14, 2022, 4:00 PM

Applicants are encouraged to submit applications and required attachments as soon as possible to expedite the award and grant agreement process.

C. Application Submission Process

Applications and required attachments must be submitted by email to OCRinfo@hcr.ny.gov with the subject line: Land Bank Initiative Application.

VI. APPLICATION REVIEW

A. Threshold Review Requirements

- Eligible Land Bank applicant;
- Completeness of Application forms and required attachments.

B. Application Review Criteria

- Adequate documentation of eligible expenses;
- Adequate demonstration of administrative capacity.

VII. ADMINISTRATIVE REQUIREMENTS

A. Award Criteria Details

- HTFC reserves the right not to issue an award or contract 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. Projects that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- HTFC reserves the right to award all, a portion of, or none of a program's funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the requested amount, and 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.
- Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding to a project.

B. Contract Term

Upon approval of funding from HTFC a one-year grant agreement will be provided. HTFC reserves the option to renew the grant agreement and amend the period of performance for two additional one-year terms and subsequent funding upon satisfactory performance and completion of required reporting.

C. Procurement

Under Articles 15-A and 17-B of the New York Executive Law, all recipients and their contractors are required to make affirmative efforts to ensure that New York State Certified Minority- and Women-Owned Business Enterprises ("M/WBEs") and Service-Disabled Veteran-Owned Businesses ("SDVOBs") are afforded opportunities for meaningful participation in Program activities.

Purchasing, vendor and professional service expenses to be covered by Land Bank Initiative funding may be procured using the Land Bank's adopted procurement policy if the policy:

- Establishes and determines reasonableness of cost;
- Confirmation that the procurement is free from conflicts of interest;
- Documents good faith efforts to ensure that MWBE and SDVOB contractors are afforded meaningful participation in contracted activities.

In the absence of an adopted procurement policy, the Land Bank must secure a minimum of three bids or cost estimates for all costs to be covered by Land Bank Initiative funds and meet the three standards identified above.

D. Environmental Review

Prior to the formal commitment or expenditure of the Award, the environmental effects of each Program activity must be assessed in accordance with the State Environmental Quality Review Act ("SEQRA") at 6 NYCRR Part 617. An environmental review process must be conducted to identify specific environmental factors that may be encountered during Program activities, and to

develop procedures to ensure compliance with regulations pertaining to these factors.

E. Release of Funds

Following execution of a grant agreement with HTFC, the Land Bank may request up to 25% of the annual funding allocation. Requests for additional payments may be submitted quarterly or on a schedule determined by HTFC. Release of additional funding will require supporting documentation and reporting on use of prior funds.

VII. APPLICATION TECHNICAL ASSISTANCE

OCR Program Staff will convene a virtual meeting July 21, 2022, to review application materials and answer questions related to the funding opportunity. Registration link for meeting is available online, here: <https://meetny.webex.com/meetny/j.php?MTID=m32b6397bd7a0c77264f7601731eb6852>

Direct any questions to OCRinfo@hcr.ny.gov and include “Land Bank RFA” in the subject line.