



**Homes and  
Community Renewal**

Andrew M. Cuomo, Governor

RuthAnne Visnauskas, Commissioner/CEO

# Request for Expressions of Interest for Farmworker Housing Program Local Loan Administrator

**Request for Expressions of Interest Issuance:**

**June 12, 2019**

**Response Submission Deadline:**

**July 3, 2019 12PM, EDT**

## **NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL**

Hampton Plaza | 38-40 State Street | Albany, NY 12207  
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**[www.nyshcr.org](http://www.nyshcr.org)**

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# RFEI Submission Coversheet

Attach this form to the top of your submission.

DATE: \_\_\_\_\_

## GENERAL INFORMATION ON RESPONDENT:

Legal Name of Firm:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Website:

\_\_\_\_\_

Main Telephone Number (including area code):

\_\_\_\_\_

Federal Tax ID Number:

\_\_\_\_\_

SEC Registration Number (if applicable):

\_\_\_\_\_

MBE Registration Number (if applicable):

\_\_\_\_\_

WBE Registration Number (if applicable):

\_\_\_\_\_

## MAIN CONTACT INFORMATION FOR THIS SUBMISSION:

Please list the individual that will be the main contact *regarding this RFEI submission*:

Contact Name:

\_\_\_\_\_

Contact Telephone Number (including area code):

\_\_\_\_\_

Contact E-mail Address:

\_\_\_\_\_

Contact Facsimile Number (including area code): \_\_\_\_\_

**NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL****REQUEST FOR EXPRESSIONS OF INTEREST  
FOR  
FARMWORKER HOUSING PROGRAM LOCAL LOAN ADMINISTRATOR**

NOTE: THIS IS A REQUEST FOR EXPRESSIONS OF INTEREST (“**RFEI**”) AND IS NOT A SOLICITATION. THE NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL RESERVES THE RIGHT TO USE INFORMATION RESULTING FROM THIS RFEI PROCESS TO DEVELOP A FUTURE SOLICITATION.

**1. INTRODUCTION**

New York State Homes and Community Renewal (“**HCR**”) consists of all the major housing and community renewal agencies of the State of New York (“**State**” or “**NYS**”) including the New York State Division of Housing and Community Renewal (“**DHCR**”). HCR includes other agencies not involved in this RFEI process.

**2. OVERVIEW OF DHCR**

DHCR is responsible for the supervision, maintenance, and development of affordable low-and moderate-income housing in New York State. DHCR performs a number of activities, including oversight and regulation of the State's public and publicly assisted rental housing; administration of the State's rent regulations and protection of rent regulated tenants; and administration of housing development and community preservation programs, including State and Federal grants and loans to housing developers to finance construction and renovation of affordable housing.

Visit DHCR’s website <https://hcr.ny.gov/farmworker-housing-program-fwh> to learn more about this DHCR Program. General information about HCR is available at <https://hcr.ny.gov/>.

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### **3. PURPOSE**

DHCR hereby invites interested parties to respond to this RFEI for Local Loan Administrator of DHCR’s Farmworker Housing Program (“**Program**”).

Respondents to this RFEI will not be precluded from responding to any future request for proposal (“**RFP**”) process and will not be given any additional consideration over vendors who have not submitted a response to this RFEI. Contact information received from parties interested in this RFEI will be retained to inform said interested parties regarding any information regarding a potential future procurement process. All materials submitted in response to this RFEI shall become the property of DHCR.

DHCR will not be liable for any costs incurred by any Respondent pertaining to the preparation and submittal of any written response to this RFEI. RFEI Submissions are subject to disclosure under the under Public Officers Law Section 87 (Freedom of Information Law Act).

Since this RFEI does not constitute a procurement, the restricted period under State Finance Law Sections 139j and 139k (the Procurement Lobbying Law) is not applicable. However, any future procurement resulting from the RFEI will be subject to all applicable New York State requirements. Participation in this RFEI, or any communication with State or HCR Staff involved in this RFEI, will in no way constitute a commitment by DHCR to award a future contract.

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## 4. CALENDAR OF EVENTS AND MILESTONES

The RFEI timeline is indicated in the following table:

Event	Date
<b>Issuance of RFEI</b>	June 12, 2019
<b>Question Submission Deadline</b>	June 21, 2019, 12PM, EDT
<b>DHCR Responses to Questions</b>	June 24, 2019
<b>RFEI Response Submission Deadline</b>	<b>July 3, 2019, 12PM, EDT</b>

HCR reserves the right to modify this schedule at its discretion. Notification of changes in connection with this RFEI will be made available to all interested parties via HCR’s web page: <https://hcr.ny.gov/procurement-opportunities>. It is the responsibility of the Respondent to check the web site for notifications relating to this RFEI.

## 5. ADDITIONAL INFORMATION AND FOLLOW-UP

### 5.1 QUESTIONS AND ANSWERS

Any questions or requests for clarification regarding this RFEI must be submitted via email to [Lisa.Pagnozzi@nyshcr.org](mailto:Lisa.Pagnozzi@nyshcr.org) citing the RFEI page and section, no later than the Question Submission Deadline indicated in the Calendar of Events and Milestones section in this RFEI. The “Subject” line of the email should indicate “Questions - 2019 RFEI for Farmworker Housing Program.” DHCR may post additional follow-up Questions and Answers to its webpage at <https://hcr.ny.gov/procurement-opportunities> prior to the RFEI Submission Deadline if it determines that additional clarification is needed.

DHCR also reserves the right to modify this RFEI, as necessary. Therefore, prospective RFEI Respondents are strongly encouraged to check the above URL for updates throughout the RFEI period.

## **6. PROJECT OVERVIEW**

### **6.1 FARMWORKER HOUSING PROGRAM DESCRIPTION**

The Farmworker Housing Program (“**FHP**” or “**Program**”) is a low-cost loan program, in existence since 1997, which assists in the improvement of existing housing or the construction of new housing for farmworkers (whether seasonal or year-round). The Farmworker Housing Program is administered pursuant to Article XI (specifically, Sections 572 and 576-D) of Private Housing Finance Law.

These loans are provided to agricultural producers (i.e., persons or companies engaged in agricultural activities) who apply to the local loan administrator and demonstrate that these program funds are needed to purchase, improve or construct farmworker housing. Farmworker Housing Program loan funds may be used to finance projects which will bring existing farmworker housing into compliance with applicable building code (i.e., New York State Sanitary Code or New York State Uniform Fire Prevention and Building Code) or for the new construction or the expansion of existing facilities.

It is anticipated that DHCR will advance up to Two Million Dollars (\$2,000,000) in loan funds annually (over a five year contract term) throughout the State to rehabilitate or construct housing for farmworkers. Since Program inception, DHCR has disbursed \$25,963,585 for a total of 383 loans, consisting of 265 loans for seasonal farmworker housing and 118 loans for housing for workers engaged in the year-round dairy industry.

### **6.2 LOCAL LOAN ADMINISTRATOR RESPONSIBILITIES**

Under this Program, DHCR entered into a Master Servicing Agreement with a participating lending institution (herein referred to as "Local Loan Administrator") to originate and service loans of up to \$100,000.

**ELIGIBILITY REQUIREMENTS:** Eligible local loan administrators include farm credit bureaus, a member of the farm credit system or banking institutions with a demonstrated ability to provide financial assistance and service to agricultural producers in accordance with Section 572 of Private Housing Finance Law.

The Program is administered as a revolving loan fund. As such, loan repayments are applied to the balance of available funds the local loan administrator may utilize to make new loans, up to the contract maximum permitted, less any outstanding loan balances.

The Local Loan Administrator (“**Administrator**”) must possess the statutory eligibility to act as a local loan administrator to provide loans to agricultural producers for undertaking farmworker housing

projects, including, but not limited to, the marketing, origination, underwriting, monitoring, reporting on, and servicing of loans.

**RESPONSIBILITIES OF THE ADMINISTRATOR.**

- A. The Administrator will carry out the following responsibilities in the solicitation, review and approval of Agricultural Producer applications: (1) stimulate awareness of and disseminate information about the availability of funds to potential borrowers; (2) provide application and documents to potential borrowers for new loans or the assumption of existing loans; (3) assist potential borrowers in completing application submissions and related required documents; (4) underwrite the proposed loan and determine the credit worthiness of the borrower using established lending standards; (5) confirm that all required sections of the application and supporting documentation have been satisfactorily completed; (6) use the Administrator's criteria for loan approval; (7) provide timely decisions on loan applications that have been approved; and (8) inform applicants who have not selected by the Administrator, including reason(s) for denial.
- B. The Administrator will carry out the following responsibilities in regard to servicing loans to Agricultural Producers, which responsibilities will be set forth in greater detail in an Administration Plan: (1) submit complete requisition packages to DHCR; (2) promptly close loans with approved borrowers, executing the note, security agreement, and any other applicable agreements or documents; (3) when necessary, inform applicants when DHCR rejects an application and the reasons therefor; (4) deposit DHCR funds into an interest-bearing account; (5) account for DHCR funds including principal and interest; (6) close loan with Agricultural Producers, subject to review by the Administrator of compliance with all applicable laws, including acquisition of building permits, etc., where applicable; (7) return any disbursed loan funds to DHCR within thirty (30) days notice that an Agricultural Producer approved for a loan has withdrawn their application for such funds; (8) monitor construction progress through completion; (9) halt advancing any loan proceeds upon evidence of project default or financial default of the Agricultural Producer; (10) charge and collect interest or loan origination/servicing fee as determined by DHCR and the Administrator; (11) notify DHCR of any problems which arise in servicing loans; (12) secure repayments pursuant to the Loan Documents, following the procedures which are utilized by the Administrator in collecting similar unsecured loans, as set forth in the administration plan; (13) on demand by DHCR, assign note, security agreement and other documents to DHCR; (14) cooperate with DHCR in collection efforts on defaulted loans, as requested and as set forth in the administration plan; (15) forward repayments of principal and interest to DHCR on an annual basis.
- C. The Administrator will maintain a cooperative working relationship with the respective County Health Departments, completing any reviews as needed.



## **7. RFEI SUBMISSION**

Responses must be delivered by email no later than the RFEI Submission Deadline and time indicated in the “[Calendar of Events and Milestones](#)” section of this RFEI to [Nyhomes.proposal@nyshcr.org](mailto:Nyhomes.proposal@nyshcr.org) , with the subject line of the email labeled “2019 Farmworker Housing Program RFEI.”

RFEI Submissions must be submitted in searchable portable document format (“PDF”) compatible with Adobe Reader XI. DHCR will not accept discs, flash drives, or FTP file references that require downloading information from the Respondent’s or a third party’s website. If the file is large, it may be submitted in multiple email attachments, with the proper Part One or Part Two label (if applicable) and “1 of X”, “2 of X”, etc., and the last email as “X of X – Final.” All submissions shall become the property of DHCR.

Your response must include completion of the RFEI Submission Coversheet and includes responses for the following information:

1. Is your organization a farm credit bureau, a member of the farm credit system with branch office(s) within New York State or a banking institution, as defined by Section 141 of NYS Banking Law, with a demonstrated ability to provide financial assistance and service to agricultural producers as defined by Section 572 of Private Housing Finance Law.
2. Provide evidence of organization’s credentials as a farm credit bureau, a member of the farm credit system or banking institution.
3. Does your organization have interest in providing Local Loan Administrator Services to DHCR for the Farmworker Housing Program?