

# OFFICE OF COMMUNITY RENEWAL STATE FUNDED HOUSING PROGRAMS 2019 PROGRAM YEAR FUNDING REQUEST FOR APPLICATIONS

- Access to Home
- Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE)



**Homes and  
Community Renewal**

Housing  
Trust Fund  
Corporation

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**PROGRAM FUNDS AVAILABLE**

The Housing Trust Fund Corporation (HTFC), through its Office of Community Renewal (OCR), will accept applications for 2019 New York State funding for the housing programs identified below:

<b>Program</b>	<b>Estimated Funding Available</b>
Access to Home	\$1,000,000
RESTORE	\$2,100,000

**I. APPLICATION DEADLINES AND GENERAL REQUIREMENTS**

**A. Application Deadline**

RFA Open Date: Wednesday, August 28, 2019  
Application Deadline: Friday, October 11, 2019

Applications for 2019 program funding must be submitted through HCR’s Community Development Online (CDOL) application system no later than 4:00 PM EST, Friday, October 11, 2019. CDOL will not accept applications after the stated deadline and applications received after this deadline will not be processed or considered for funding.

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using HCR’s CDOL. Requests for approval to submit a paper application must be sent to:

**NYS Homes and Community Renewal  
Office of Community Renewal  
The Hampton Plaza, 4<sup>th</sup> Floor South  
38-40 State Street  
Albany, NY 12207  
ATTN: State Programs 2019 RFA**

Only on time applications submitted electronically in CDOL or by pre-approved paper applications will be accepted for review. Incomplete and/or late applications will not be accepted through the CDOL or paper submission.

For those applicants with prior approval to submit a paper application, applications will be accepted only at the address stated above. Paper applications received or postmarked after 4:00 PM, EST, Friday, October 11, 2019, will be considered late and will not be accepted or reviewed. Use of delivery confirmation services is encouraged by those pre-approved to submit paper applications, to ensure an on time and traceable delivery of an application(s).

**B. Applicant Capacity & Prior Experience**

Applicants are subject to an evaluation of prior program funding history, prior program

administration performance and organizational capacity.

Interested parties are discouraged from applying for program funds if:

- The program activities cannot be completed within the required grant agreement term;  
**OR**
- The amount of funding requested cannot be expended within the same term. Please note: funds that are not expended at the end of the grant agreement term are subject to de-obligation and/or recapture.

Furthermore, applicants to the OCR must resolve all outstanding monitoring and/or non-compliance issues that involve a violation of Federal, State or local regulations, and/or program and OCR requirements prior to the submission of an application for funding. Applicants that do not resolve monitoring and/or non-compliance issues may be deemed ineligible and the application will not be accepted or reviewed. The HTFC and the OCR reserve the right to not fund any application 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.

Applicants should evaluate the progress of open grant portfolios to determine if additional funds are warranted prior to applying for funding. For each open grant, applicants should evaluate the progress of the program(s) in terms of achieving the accomplishments set forth in the OCR-approved application and their HTFC grant agreement(s). Factors such as the rate of expenditure during the term of the HTFC grant agreement, the number of extensions requested and approved, and compliance with all HTFC grant agreement terms will be used to determine satisfactory performance in the review by the OCR of all applications.

## C. **General Requirements**

### **New York State Grants Gateway Prequalification**

The New York State Grants Gateway is a statewide effort to improve the way New York State administers grants by simplifying and streamlining the grants management process.

Effective August 1, 2013, not-for-profit organizations must be prequalified to do business with New York State. To prequalify, not-for-profit organizations must submit an online Prequalification Application through Grants Gateway. The Prequalification Application is comprised of five components to gauge organizational structure and the types of services provided. The required forms and document uploads are all part of the Grants Gateway Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section of the Grants Gateway page at <https://grantsmanagement.ny.gov/>.

Prequalification is designed as a way for not-for-profits to interact more directly with State agencies before competing for State contracts, enabling them to adjust and answer concerns prior to entering a competitive process. Once prequalified, multiple State agencies will have access to the prequalification materials, eliminating redundant submissions of such information by the vendor. Not-for-profits must formally prequalify every 3 years, with the responsibility to keep their information current throughout the 3-year period.

**PLEASE NOTE:** Applications submitted by applicants that are **not** prequalified through New York State Grants Gateway by the application deadline of Friday, October 11, 2019, will be deemed ineligible for review and consideration.

### **Equal Employment Opportunity/Minority and Women Owned Business**

Recipients of awards are subject to Article 15A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group members and women (“EEO”), and contracting opportunities for certified minority and women-owned business enterprises (“MWBs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”). Recipient’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements.

### **Environmental Review**

Awards are subject to the requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. Applicants must obtain Environmental Clearance from the HTFC Environmental Analysis Unit prior to beginning project activities. Required procedures vary by program. Information is available by program, online:

<https://hcr.ny.gov/access-home#forms---documents>

<https://hcr.ny.gov/restore-program#forms---documents>

## **D. Application Reference Materials**

This RFP provides a portion of the information and materials needed by applicants. Other materials, available from the HCR website at <https://hcr.ny.gov/office-community-renewal-state-housing-resources-funding-opportunities>, include the following:

- Community Development Online (CDOL) Application Instructions
- Template Administrative Plans
- Notice of Funding Availability (NOFA)

## **II. APPLICATION PROCESSING STEPS**

- **Application Receipt** – Once an application is submitted through the CDOL, or a pre-approved paper application is received through a delivery confirmation mail service, an identification number (SHARS ID) is assigned and the application is made available for review by OCR staff.
- **Eligibility Review** – Applications are reviewed to confirm that threshold eligibility criteria are met. Applications that do not meet the criteria will not be reviewed further. The specific criteria are outlined in the program-specific sections of this document.
- **Rating and Ranking** – Applications are reviewed and rated on criteria derived from the regulatory and policy considerations of the program. The review criteria are outlined in the program-specific sections of this document.

- **HTFC Board Approval** – The OCR presents proposed award recommendations to the HTFC Board for review and approval. HTFC Board approval provides OCR authorization to proceed with awards and enter into grant agreements with the awardees.
- **Award/Non-Award Notification** – Applicants will receive a letter with information about the final status of an application;
  - Award - Selected for Funding
  - Non-Award - Not Selected for Funding

The 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 or an applicant's ability to meet HTFC criteria for funding. The HTFC also reserves the right to change or disallow aspects of the applications received and may make such changes as an expressed condition of its commitment to provide funding to a program. The HTFC reserves the right to award less than the requested amount.

At the completion of this funding round, applicants that do not receive an award may participate in an exit conference presentation for feedback on the funding round and recommendations for future applications.

- **Program Agreement** – Applicants selected for funding may be asked to revise parts of a proposal prior to issuance of a grant agreement. OCR expects to enter into a grant agreement within 45 business days of the awardee’s compliance with submission requirements.

Awardees are required to provide supplemental documentation with the Program Agreement. This documentation includes the following, at a minimum:

- Certificate of General Liability Insurance;
- Auto insurance;
- Workers’ Compensation and Disability Insurance; and
- Fidelity Bond in the amount of the largest expected disbursement request naming HTFC and New York State as loss payee in accordance with the Program Agreement requirements.

- **Implementation Meeting** – Awardees may be required to participate in a program implementation meeting to discuss grant administration and program requirements. Topics generally include, but are not limited to, file maintenance, financial management, statutory requirements, and programmatic compliance.

### III. TECHNICAL ASSISTANCE

Applicants are encouraged to review the full Request for Applications, CDOL application instructions and relevant program materials prior to beginning the application process. These materials provide essential information for composing application responses, guidance for completing the application and recommendations for troubleshooting common errors in preparing CDOL applications.

OCR will offer a technical assistance webinar to provide a program overview, a demonstration of the CDOL application system and answer application questions. Visit NYS Homes & Community Renewal's website for registration instructions.

Please contact the OCR staff at (518) 474-2057 with questions.

## IV. ACCESS TO HOME PROGRAM

### A. Program Description

The NYS Access to Home program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. Assistance with the cost of adapting homes will enable individuals to safely and comfortably continue or return to live in their residences instead of residing in an institutional setting.

### B. Eligible Applicants

Eligible applicants for the Access to Home program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have been providing relevant service to the community for at least one year prior to application.

### C. Funding Limits

- The minimum request amount is \$75,000. The maximum request amount is \$150,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of hard costs for accessibility modifications, soft costs, and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of the request amount for eligible soft costs and project delivery costs.

### D. Participant Eligibility

- Eligible participants are individuals that meet the two criteria below:
  - Income at or below 80 percent of area median income (120 percent of area median income for veterans who are certified by the U.S Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments for a disability incurred in time of war); and
  - Individual has a disability or has substantial difficulty with daily living activities due to aging.
- The assisted residential unit must be the primary, permanent residence of the eligible participant. Assisted units must be occupied as the permanent residence of a household with income at or below 80 percent of area median income (120 percent of area median income for veterans who are certified by the U.S Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments for a disability incurred in time of war).

### E. Eligible Activities

Grant funds may be used to assist homeowners to complete accessibility modifications to adapt or retrofit homes for persons with disabilities. Rehabilitation activities reimbursable by grant funds may only include accessibility modifications designed to address the needs of the person with disabilities or substantial difficulty with daily living activity due to aging. Examples include: wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home Program Manual for more information related to eligible activities: <https://hcr.ny.gov/access-home#program-manual>.



**F. Grant Agreement Term**

- The grant agreement term shall not exceed twenty-four (24) months.

**G. Other Program Requirements**

- Rehabilitation assistance may not comprise any combination of Access to Home funds with Access to Home for Medicaid or Access to Home for Heroes funds.
- Assisted property owners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving Access to Home assistance. The Declaration must be filed at the County Clerk’s office where the property is located to secure the investment of grant funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property.
- Participating local program administrators must monitor compliance of assisted properties during the three-year regulatory period.
- Applicants must demonstrate how other client needs beyond accessibility modifications will be met through referrals and service agreements. Applicants must also demonstrate how the type and scope of accessibility modifications will be determined based on the needs of the client.
- Modifications must be completed in compliance with all state and local codes and ordinances, and that all applicable health and safety standards are met.
- Applicants will not be required to compose an Administrative Plan at the time of application. A template Administrative Plan will be provided in grant agreements for awardees. A sample is available for reference with the funding round materials.
- The applicant organization’s Conflict of Interest Policy must be provided as an application attachment. The Policy must address relevant topics such as conflicts in participant/project selection and contractor selection/bidding.
- Applicants must prepare and provide a compliance monitoring plan. This plan must outline how the applicant will monitor assisted projects during the three-year regulatory periods to ensure compliance with program requirements.

**H. Access to Home Application Review Criteria**

Each Access to Home application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an accessibility modification program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

**Need (Up to 10 points)**

This review component measures the extent of need and extent persons with disabilities may be diverted from institutional or nursing home care in the proposed service area if modifications are provided. The review will consider:

- The process for selecting the proposed service area and how the applicant regularly serves this area.
- The need for public investment, specifically Access to Home funds, to support an

accessibility modification program and describe how the proposed Access to Home Program meets the needs identified.

- The number of eligible households in the proposed service area and how the households have been identified.

### **Service Area Coverage (Up to 30 points)**

OCR will review proposed service areas and provide points for applicants proposing to cover areas without existing program resources to achieve consistent geographic distribution of funding across New York State.

### **Program Support & Referral Strategies (Up to 20 points)**

Local support and linkages with partner organizations are key to timely start up and success with the Access to Home program. This review component will consider strong connections and formal relationships with relevant referral agencies. Formal two-way written Memorandums of Understanding or equivalent written agreements must be provided to receive maximum points.

### **Implementation Capacity and Readiness (Up to 40 points)**

- **Program Experience**

Applicants that have successfully completed an Access to Home program or other similar renovation program grants may receive consideration for program experience.

- **Program Design and Organizational Capacity**

Proposals that demonstrate a clear understanding of Access to Home program requirements and present the necessary organizational structures to implement the program without delay will receive points for implementation capacity. This review includes program design, plans for staffing, procurement, fiscal procedures, conflict of interest policies and compliance monitoring plans.

- **Financing Plan**

Measures the quality and completeness of the proposed project budget, plans for financing and status of funding commitments, specifically:

- Clarity of project budget including eligible use of funds and substantiated request amount;
- Status of funding commitments for other project costs and construction financing;
- Extent to which the program resources will leverage additional sources;
- Plan for use of funds for soft costs and administrative expenses.

### **Program Penalty Deductions (Up to -20 points)**

Points may be deducted for applications from Applicants with substantially incomplete Office of Community Renewal contracts, significant uncommitted resources or documented grant administration issues including, but not limited to, multiple amendments to grant agreements, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

## **VII. RESTORE PROGRAM**

### **A. Program Description**

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) program provides financial resources to assist senior citizen homeowners with the cost of addressing emergencies and code violations that pose a threat to their health and safety or affect the livability of their home. Assistance for the cost of these critical repairs will enable seniors to continue to live independently in their homes.

### **B. Eligible Applicants**

Eligible applicants for the RESTORE program are units of local government and not-for-profit corporations that have been providing relevant service to the community for at least one year prior to application.

### **C. Funding Limits**

- The minimum request amount is \$75,000. The maximum request amount is \$150,000.
- A maximum of \$10,000 per building is allowable. This cap is inclusive of hard costs for accessibility modifications, soft costs, and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of the request amount for eligible soft costs and project delivery costs.

### **D. Participant Eligibility**

- Eligible participants are individuals that meet the criteria below:
  - The individual (homeowner) owns and occupies the residential unit receiving assistance as a primary residence;
  - The homeowner must be sixty years of age or older; and
  - The homeowner has a household income that does not exceed one hundred percent (100%) of the area median income.

### **E. Eligible Activities**

Grant funds may be used to assist homeowners to complete emergency repairs. An eligible emergency repair eliminates a hazardous condition or deficiency that poses an immediate threat to the life, health or safety or the elderly homeowner.

### **F. Grant Agreement Term**

- The grant agreement term shall not exceed twelve (12) months.

### **G. Other Program Requirements**

- Mandated emergency response time frames must be followed and documented.
  - From the date of the emergency referral, the eligible applicant has up to five business days to respond and inspect the eligible property;

- From the date of the inspection and assessment of emergency repair need, the eligible applicant must start the repairs within fourteen business days;
- All repairs must be completed within sixty business days of the start of the repairs.
- Applicants must demonstrate how needs beyond the scope of emergency repair will be addressed, potentially through referral or service agreements.
- Repairs must be completed in compliance with all state and local codes and ordinances, and that all applicable health and safety standards are met.
- Assisted property owners must execute a Property Maintenance Declaration and commit to a three-year maintenance term for each property receiving RESTORE assistance. The Declaration must be filed with the County within which the unit is located to secure the investment of RESTORE program funds and to ensure that the local program administrator (awardee) and HTFC are notified in the event of transfer of the property.
- Participating local program administrators must monitor compliance of assisted properties during the three-year regulatory period.

#### **H. RESTORE Reimbursement**

- The RESTORE grant funds will be disbursed in a reimbursement or cost incurred basis. **Grant funds will not be available as an up-front payment.**

#### **I. RESTORE Application Review Criteria**

Each RESTORE program application that is determined to be eligible will be reviewed and rated on a 100-point scale, based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for an emergency repair program in the proposed service areas and to applicants that demonstrate sufficient organizational capacity and resources to complete the proposed program in a timely, efficient, and effective manner.

##### **Need (Up to 10 points)**

This review component measures the extent of the need in the proposed service area. The review will consider:

- The process for selecting the proposed service area and how the applicant regularly serves this area.
- The need for public investment, specifically RESTORE funds, to support an emergency repair program and how the proposed RESTORE program meets the needs identified.
- The number of eligible households in the proposed service area and how the households have been identified.

##### **Service Area Coverage (Up to 30 points)**

OCR will review proposed service areas and provide points for applicants proposing to cover areas without existing program resources to achieve consistent geographic distribution of funding across New York State.

##### **Program Support & Referral Strategies (Up to 20 points)**

Local support and linkages with partner organizations are key to timely start up and success with the RESTORE program. This review component will consider strong connections and

formal relationships with relevant referral agencies. Formal two-way written Memorandums of Understanding or equivalent written agreements must be provided to receive maximum points.

**Implementation Capacity and Readiness (Up to 40 points)**

- **Program Experience**  
Applicants that have successfully completed RESTORE programs or other similar emergency repair program grants may receive consideration for program experience.
- **Program Design and Organizational Capacity**  
Proposals that demonstrate a clear understanding of RESTORE program requirements and present the necessary organizational structures to implement the program without delay will receive points for implementation capacity. This review includes program design, plans for staffing, procurement, fiscal procedures, conflict of interest policies and compliance monitoring plans.
- **Financing Plan**  
Measures the quality and completeness of the proposed project budget, plans for financing and status of funding commitments, specifically:
  - Clarity of project budget including eligible use of funds and substantiated request amount;
  - Status of funding commitments for other project costs and construction financing;
  - Extent to which the program resources will leverage additional sources;
  - Plan for use of funds for soft costs and administrative expenses.

**Program Penalty Deductions (Up to -20 points)**

Points may be deducted for applications from Applicants with substantially incomplete Office of Community Renewal contracts, significant uncommitted resources or documented grant administration issues including, but not limited to, multiple amendments to grant agreement, fiscal concerns, or participant complaints. Points may be deducted for applicants in poor standing with other HCR programs or contracts.