OFFICE OF COMMUNITY RENEWAL
STATE FUNDED HOUSING PROGRAMS
2020 PROGRAM YEAR FUNDING
REQUEST FOR APPLICATIONS

- Access to Home
- Access to Home for Heroes
- Access to Home for Medicaid Recipients
- Mobile & Manufactured Home Replacement (MMHR)
- Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE)

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PROGRAM FUNDS AVAILABLE

The Housing Trust Fund Corporation (HTFC), through its Office of Community Renewal (OCR), will accept applications for 2020 New York State funding for the housing programs identified below:

Program	Estimated Funding Available
Access to Home	$1,000,000
Access to Home for Heroes	$2,000,000
Access to Home for Medicaid Recipients	$1,500,000
Mobile & Manufactured Home Replacement	$3,300,000
RESTORE	$1,300,000

I.   APPLICATION DEADLINES AND GENERAL REQUIREMENTS

A.   Application Deadline

RFA Open Date: Wednesday, November 18, 2020
Application Deadline: Friday, January 15, 2021

Applications for 2020 program funding must be submitted through HCR's Community Development Online (CDOL) application system <u>no later than</u> 4:00 PM, EST, Friday, January 15, 2021. CDOL will not accept applications after the stated deadline and applications received after this deadline will <u>not</u> 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, 4th Floor South**
> **38-40 State Street**
> **Albany, NY 12207**
> **ATTN: State Programs 2020 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, January 15, 2021, 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

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 ("MWBEs") 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
https://hcr.ny.gov/mobile-manufactured-home-replacement-program-mmhr#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 OCRinfo@nyshcr.org 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 both 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 project costs for eligible soft costs (architectural, design, engineering, testing, permits) 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 have 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.

H. Updates from prior Funding Round

- 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.
- 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.

I. 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.

<u>**Need**</u> **(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.
- Need for services specifically related to the COVID-19 pandemic.

Service Area Coverage (**Up to 20 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.

Implementation Capacity and Readiness (**Up to 50 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. Due to production delays related to the COVID-19 pandemic, deductions will only be considered for contracts with 2017 and earlier SHARS ID assignment. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

V. ACCESS TO HOME FOR HEROES PROGRAM

A. Program Description

The Access to Home for Heroes (formerly known as Access to Home for Veterans) program provides financial assistance to make dwelling units accessible for low- and moderate-income veterans living with a disability. Assistance with the cost of adapting homes to meet the needs of those with disabilities will enable veterans to safely and comfortably live in their residences instead of residing in an institutional setting.

B. Eligible Applicants

Eligible applicants for the Access to Home for Heroes 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 $200,000.
- 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 project costs for eligible soft costs (architectural, design, engineering, testing, permits) and project delivery costs.

D. Participant Eligibility

- Eligible participants are individuals that meet the three criteria below:
  - The individual is a Veteran;
  - The Veteran's income is at or below 120 percent of area median income; and
  - The Veteran has disability. This is defined as a permanent physical or medical impairment which prevents the exercise of a bodily function, substantially limits a major life activity or which is demonstrable by medically accepted clinical or laboratory diagnostic techniques.
- The assisted residential unit must be the primary, permanent residence of the eligible participant. The primary residence may be owner-occupied or a rental unit. Applicants proposing to assist rental units must ensure that Access to Home for Heroes funds are not used to replace other resources available to building owners. Owners of rental units who are obligated to provide accessibility improvements as a condition of receiving other governmental assistance may not use Access to Home for Heroes funds to pay for those improvements.

E. Eligible Activities

Grant funds may be used to assist homeowners to complete accessibility modifications to adapt or retrofit homes for Veterans with disabilities. Examples include: wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home for Heroes Program Manual for more information related to eligible activities: https://hcr.ny.gov/access-home-heroesveterans#program-manual.

F. Grant Agreement Term

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

G. Other Program Requirements

- Prior to commencement of project activities, a professional evaluation must be conducted which identifies the disability, describes the substantial limitation caused by the disability, and recommends potential structural modifications to improve the activities of daily living within and/or access to such residence in consideration of such disability.
- Rehabilitation assistance may not comprise any combination of Access to Home for Heroes funds with Access to Home for Medicaid or Access to Home 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 for Heroes 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.

H. Updates from prior Funding Round

- Prior funding rounds defined eligible participants as veterans certified by the United States Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments upon the certification of such department for a disability incurred by him or her in time of war. Current participant eligibility requirements are outlined in Section D. Participant Eligibility above.
- 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.
- 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.

I. Access to Home for Heroes Application Review Criteria

Each Access to Home for Heroes 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 for Heroes funds, to support an accessibility modification program and describe how the proposed Access to Home for Heroes Program meets the needs identified.
- The number of eligible households in the proposed service area and how the households have been identified.
- Need for services related to the COVID-19 pandemic.

Service Area Coverage (Up to 20 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 for Heroes program. This review component will consider strong connections and formal relationships with relevant referral agencies.

Implementation Capacity and Readiness (Up to 50 points)

- **Program Experience**
  Applicants that have successfully completed an Access to Home for Heroes 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 for Heroes 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.

VI. ACCESS TO HOME FOR MEDICAID RECIPIENTS PROGRAM

A. Program Description

The Access to Home for Medicaid Recipients program was developed in partnership with the New York State Department of Health (DOH). This program provides financial assistance to make dwelling units accessible for low- and moderate-income persons receiving Medicaid and living with a disability. Assistance with the cost of adapting homes to meet the needs of those with disabilities will enable individuals to safely and comfortably live in their residences instead of residing in an institutional setting. The Access to Home for Medicaid program has a secondary long-term goal of lowering health care costs.

B. Eligible Applicants

Eligible applicants for the Access to Home for Medicaid Recipients program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have substantial experience in adapting or retrofitting homes for persons with disabilities.

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 project costs for eligible soft costs (architectural, design, engineering, testing, permits) and project delivery costs.

D. Participant Eligibility

- Eligible participants are individuals that meet the three 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);
    - Individual has a disability or have substantial difficulty with daily living activities due to aging; **and**
    - The individual is a Medicaid Recipient.
- The assisted residential unit must be the primary, permanent residence of the eligible participant. The primary residence may be owner-occupied or a rental unit. Applicants proposing to assist rental units must ensure that Access to Home for Medicaid Recipient funds are not used to replace other resources available to building owners. Owners of rental units who are obligated to provide accessibility improvements as a condition of receiving other governmental assistance may not use Access to Home for Medicaid Recipients funds to pay for those improvements.

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 for Medicaid Recipients Program Manual for more information related to eligible activities: https://hcr.ny.gov/access-home-medicaid-recipients#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 for Medicaid Recipients funds with Access to Home 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 for Medicaid Recipients 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.

H. **Updates from prior Funding Round**

- 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.
- 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.

I. **Access to Home for Medicaid Recipients Application Review Criteria**

Each Access to Home for Medicaid Recipients 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.

<u>**Need**</u> (**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 for Medicaid Recipients 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.
- Need for services related to the COVID-19 pandemic.

Service Area Coverage (**Up to 20 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 for Medicaid Recipients program. This review component will consider strong connections and formal relationships with relevant referral agencies.

Implementation Capacity and Readiness (Up to 50 points)

- **Program Experience**
  Applicants that have successfully completed an Access to Home for Medicaid Recipients 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 for Medicaid Recipients 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. Due to production delays related to the COVID-19 pandemic, deductions will only be considered for contracts with 2017 and earlier SHARS ID assignment. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

VII. MOBILE AND MANUFACTURED HOME REPLACEMENT PROGRAM

A. Program Description

The New York State funded Mobile and Manufactured Home Replacement (MMHR) program was developed to assist low- and moderate-income homeowners to replace dilapidated mobile or manufactured homes that are sited on land owned by the homeowner with a new manufactured, modular or site-built home.

B. Eligible Applicants

Eligible applicants for the New York State funded Mobile and Manufactured Home Replacement program are units of local government and not-for-profit corporations with substantial experience in affordable housing.

C. Funding Limits

- The minimum request amount is $200,000. The maximum request amount is $500,000.
- A maximum of $100,000 per property is allowable. This cap is inclusive of both hard and soft costs for the replacement of a mobile or manufactured home.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of the request amount for project soft costs.

D. Participant Eligibility

Eligible participants must meet the criteria below:
- The property is the primary residence of the homeowner, and the existing unit is sited on land owned by the homeowner;
- The homeowner has a household income that does not exceed eighty percent (80%) of the area median income.

E. Eligible Activities

Costs related to the replacement of dilapidated mobile or manufactured homes will be eligible for grant reimbursement. These costs include, but are not limited to:
- Demolition, removal, disposal of the dilapidated units;
- Purchase and site prep for new unit;
- Temporary relocation assistance
- Permitting, environmental review and testing.

F. Grant Agreement Term

The grant agreement term shall not exceed thirty-six (36) months.

G. Other Program Requirements

- Replacement units (manufactured, modular or site built) shall be Energy Star rated for energy efficiency.

- The new replacement unit, if a manufactured home, must be installed according to the Manufactured Home Construction and Safety Standards at 24 CFR Part 3280.
- Repairs must be completed in compliance with all state and local codes and ordinances, and that all applicable health and safety standards are met.
- The existing substandard unit to be demolished must be disposed of in a disposal/recycling facility that is certified by the NYS Department of Conservation (DEC) to receive, process, recycle and dispose of mobile/manufactured home components.
- Assistance to property owners shall be granted in the form of deferred payment loans. A ten-year declining balance lien in the form of a note and mortgage, filed at the County Clerk's office where the property is located.
- The LPA must work with any household with accessibility needs to address those needs as part of the scope of work. Accommodations and modifications to address accessibility needs are an eligible cost with MMHR funds.

H.   Mobile and Manufactured Home Replacement Application Review Criteria

Each Mobile and Manufactured Home Replacement 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 mobile and manufactured home replacement 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.

<u>Need</u> (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 MMHR funds, to support a mobile and manufactured home replacement program and how the proposed MMHR program meets the needs identified.
- The number of eligible households in the proposed service area and how the households have been identified.
- Need for services related to the COVID-19 pandemic.

<u>Service Area Coverage</u> (Up to 20 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.

<u>Timeliness (up to 10 points)</u>
This review will consider systems in place for timely completion of the grant.

<u>Relocation (up to 10 points)</u>

Proposals that discuss clear, feasible planning for temporary relocation and storage will receive the most points.

Implementation Capacity and Readiness (Up to 50 points)

- **Program Experience**
  Applicants that have successfully completed MMHR programs or other similar mobile and manufactured home replacement program grants may receive consideration for program experience.

- **Program Design and Organizational Capacity**
  Proposals that demonstrate a clear understanding of MMHR 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. Due to production delays related to the COVID-19 pandemic, deductions will only be considered for contracts with 2016 and earlier SHARS ID assignment. Points may be deducted for applicants in poor standing with other HCR programs or contracts.

VIII.   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 programs 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 project costs 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. Review the RESTORE Program Manual for more information related to eligible activities: https://hcr.ny.gov/restore-program#program-manual.

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. Updates from prior Funding Round

- Mandated emergency response time frames have been extended.
- Participants up to 100% of the Area Median Income are eligible to participate. Prior rounds were limited to 80% and below. Current participant eligibility requirements are outlined in Section D. Participant Eligibility above.
- A template Administrative Plan will be provided in grant agreements for awardees. A sample is available for reference with the funding round materials.
- 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.
- 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.

- Need for services related to the COVID-19 pandemic.

Service Area Coverage (**Up to 20 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.

Implementation Capacity and Readiness (**Up to 50 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. Due to production delays related to the COVID-19 pandemic, deductions will only be considered for contracts with 2018 and earlier SHARS ID assignment. Points may be deducted for applicants in poor standing with other HCR programs or contracts.