



**Homes and
Community Renewal**

NYS HOME Program

**FY2020 Funding Round
Application Webinar**

December 1, 2020

Welcome and Introductions

Stephanie Galvin-Riley, Director, stephanie.galvin-riley@nyshcr.org

Program Managers

Sarah Braymer sarah.braymer@nyshcr.org

Thomas Weinheimer thomas.weinheimer@nyshcr.org

Courtney Burke courtney.burke@nyshcr.org

Leland Bearup leland.bearup@nyshcr.org

Finance and Compliance

Alex Smith alex.smith@nyshcr.org



Welcome and Introductions

Ann Petersen, Director, ann.petersen@nyshcr.org

NYS Homes and Community Renewal website www.hcr.ny.gov

NYS HOME Program Overview

- NYS is a HUD designated Participating Jurisdiction (HOME PJ) and receives an allocation of approximately \$20-\$27 million annually in federal HOME Investment Partnerships Program funds from HUD.
- HOME provides assistance acquiring, rehabilitating, or newly constructing single-family affordable housing for rent or homeownership or can provide direct rental assistance to households.
- HOME funds can only be used for households making less than 80% AMI or if rental less than 60% AMI in many cases.
- The Housing Trust Fund Corporation (HTFC) administers the NYS HOME Program on behalf of Homes and Community Renewal. If awarded funds, the contract is with the HTFC.
- The Office of Community Renewal (OCR) manages the program under the direction of the HTFC.

Available Funding

- \$10 million in FY2020 NYS HOME Program funds available for eligible applicants in this RFA.
- Maximum of 2 applications per applicant.
- One activity per application. No two activities may be combined into one application or contract. (Follow the Administrative Plans)

Timeline

Application Deadline:
Friday January 22, 2021 - 4:00 PM

Award Announcement: Target March/April, 2021

Contract Execution: Target April/May, 2021

Tier 1 Programmatic Clearance/ATUGF: June 2021



Eligible Applicants

- Units of local government (counties, cities, towns and villages) that are not Federal HOME Program Participating Jurisdictions (PJs)
- Non-profit corporations
- For applicants located within the area of another PJ, preference will be given to projects that collaborate with the other local HOME PJ to leverage additional funds. *The HOME PJ may not be the applicant.*
- Must be in existence and providing **recent and relevant residential housing services to the community for at least one year prior to application**
- Must **demonstrate local market need for the activity/program to be performed** in the proposed service area and the **capacity** to utilize the amount of funding requested within the 2-year contract term



Eligible Activities

1. Housing Rehabilitation
2. Manufactured Home Replacement
3. Homebuyer Down Payment Assistance
4. Tenant Based Rental Assistance (TBRA)



Housing Rehabilitation

Repair or rehabilitation of an owner-occupied single-family (1-4) unit dwelling or for the rehabilitation of a 2-4 unit property including the homeowner unit and additionally rehabilitating HOME eligible rental units. Must meet NYS and/or Local Code upon completion of construction activities.

Maximum Award \$600,000 – Maximum Per Unit \$65,000



Manufactured Housing Replacement

To assist an owner to demolish and dispose of a sub-standard manufactured home and replace it with a new manufactured home.

Maximum Award \$1,250,000 – Maximum Per Unit \$125,000

Homebuyer Down Payment Assistance

Down payment and/or closing cost assistance to purchase a single family (1-4 unit), non-HOME assisted existing home or newly constructed home. Home must meet code at time of purchase.

Maximum Award \$800,000 – Maximum Per Unit \$80,000

OR

Down payment and/or closing cost assistance as detailed above **and** funds for housing rehabilitation. Home must meet code after rehab.

Maximum Award \$800,000 – Maximum Per Unit \$100,000

Tenant Based Rental Assistance (TBRA)

Monthly rental subsidies to assist at or below 60% AMI. Security deposits and tenant utility payments may also be eligible.

Maximum Award \$600,000 – Maximum Per Unit \$50,000



Contract Term

- The contract term is two (2) years from HTFC signature.
- Requests for extensions will be limited or not approved.
- Applicants should request only the amount of funding that can be expended within the 2-year time frame.

Capacity and Prior Experience

- Applicants are evaluated on prior OCR program funding history, program administration performance and organizational capacity.
- Those without recent OCR/HOME program experience must provide similar relevant experience.
- Applicants must resolve any and all outstanding monitoring and/or non-compliance issues prior to application.

Budget Policy and Budget Worksheets

- Refer to the NYS HOME Local Program Budget Policy and Budget Worksheets for instructions and requirements when creating the program budget.
- The program budget should be prepared first and then used for the CDOL entries.
- CDOL and budget documents should not contradict each other.
- Budget Categories include:
 - **Project Costs**
 - **Project Soft Costs**
 - **Project Delivery – 13% of total award maximum**
 - **Administrative Costs – 5% of total award maximum**



Other Program Requirements

- HOME Maximum Purchase Price, After Rehab Value, Maximum Property Value Limits
- National Environmental Policy Act (NEPA)
- Lead Based Paint Regulations
- Davis Bacon Related Acts
- Section 3 Requirements
- Property Standards and HTFC Housing Rehabilitation Standards
- Reasonable accommodations and modifications
- MWBE Participation
- Non-Discrimination
- Uniform Relocation Assistance
- Weatherization Assistance



Application Materials

All materials are available on the HCR HOME Program website <https://hcr.ny.gov/nys-home-program>

- 2020 HOME Program CDOL Application Instructions
- NYS HOME Program Budget Policy and Worksheets
- HTFC Housing Rehabilitation Standards (rev. June 2006)
- Administrative Plans & application questions



Rating Criteria

100 points total

Refer to the RFA for specific points by activity.

- Average income level served
- Persons with special needs targeted
- Percent below federal poverty level in service area
- Number of persons below federal poverty level in service area
- Age of Housing
- Homeownership Rate in service area
- Homeownership Affordability Index
- Leveraging
- Administrative Plan responses to questions
- Experience and Prior Performance



Community Development Online (CDOL)

- HCR's online application system
- Application Registration Form
- Security Manager Registration Form
- Electronic Certification by an authorized representative of the applicant's organization



CDOL Application Process

The submission of a NYS HOME Program application via CDOL requires five steps:

1. Completing required application exhibits in CDOL
2. Validating online application exhibits
3. Certifying and submitting online application exhibits
4. Uploading and submitting attachments
5. Certifying attachments.



CDOL Application Overview

The application includes five (5) exhibits:

Exhibit 1 – Application Summary

Exhibit 2 – Program Summary and Financing Plan

Exhibit 3 – Needs Statement Summary

Exhibit 4 – Relevant Experience

Exhibit 5 – Budget/Financing Plan

And an Electronic Application Certification



CDOL Application Attachments

The Application includes up to four (4) possible attachments:

Attachment 1 – Administrative Plan Question Responses (Required)

Attachment 2 – NYS HOME Program Budget Worksheet (Required)

Attachment 3 – LPA Funding Commitment Letters

Attachment 4 – Supportive Services Agency Commitments



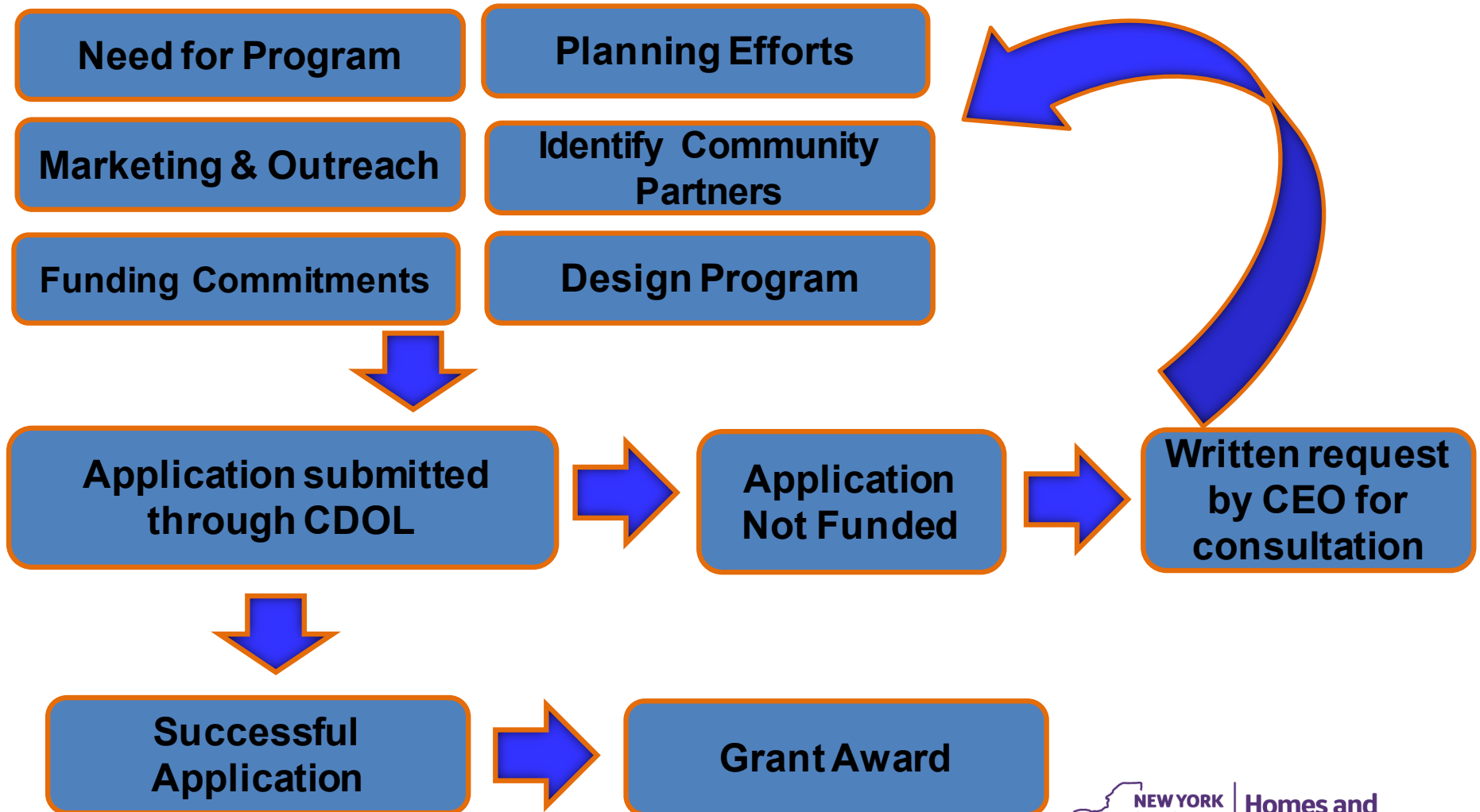
Community Development Online (CDOL) Application Status

Application status is shown on the applicant's main menu in CDOL.

- **In progress**: the application is available for the applicant to edit and continue to work on.
- **Certified**: the application exhibits have been successfully completed, the application exhibits have passed validation, but attachments must still be uploaded and certified. A PDF of the application exhibits will be generated at this step in a pop-up window, and a SHARS ID will show up on the menu.
- **Completed**: the application has been successfully submitted, all required steps are complete.
- **Terminated**: the application was not completed by the deadline.



Are You Prepared to Apply for a HOME Grant?



Planning Ahead-Suggested Steps

1. Review & verify CDOL registrations are set up and correct.
2. Review all informational documents: NOFA, RFP, CDOL application instructions-note requirements.
3. READ Administrative Plan.
4. Begin preparing documents from website <https://hcr.ny.gov/nys-home-program> such as Budget, Administrative Plan questions.
5. Obtain required CDOL attachments such as Funding Commitment Letters, MOUs, Supportive Service Agency Commitments.
6. Begin entering CDOL information and uploading documents.



Common Deficiencies or Lost Points

- Answers or information are not clear or create confusion for the scorer
 - Responses to the administrative plan questions do not answer the question or includes unnecessary information.
 - Budget narratives, forms, numbers not consistent between CDOL and budget form.
- Budget is not feasible.
- Schedule is not realistic.
- Lack of firm commitments for leveraged funds
- Local market in the area to be served does not justify the need for the program/project.
- Capacity to administer program and spend funds within 2 years not demonstrated



Helpful Hints

Please ask for Technical Assistance !!!

- We can answer questions through the application deadline of January 22nd . After that, staff will be scoring applications and will no longer be able to address issues related to this RFA.
- Read the Administrative plans FIRST so you know what you are applying for and the requirements and/or HOME regulations
 - Meet with your staff and program partners to discuss and determine how the program will be administered.
 - The “how” must be decided in order to respond to the questions in the administrative plan.



Helpful Hints

- **Demonstrating that there is a local market need (using recent, relevant local data) for the program being proposed is important.** The Admin Plan Questions Response instructions state you have ½ page to describe the market need however, you may have up to 2 pages to describe.
- Read the CDOL Instructions, they are for the whole application, not just CDOL.

Wrap Up

- Submit all questions to HomeProgram@nyshcr.org with **2020 HOME Local Application** in the subject line of the e-mail.
- All grant materials are located at <https://hcr.ny.gov/nys-home-program>.
- Thank you, we welcome your applications to provide affordable housing opportunities in your community with NYS HOME Program funds!

