



**Homes and
Community Renewal**

Access to Home, RESTORE and MMHR Programs 2021 State Funded Housing Rehabilitation Application Webinar September 21, 2021

- **Click on the “I will Call in” button to access the call-in number and your attendee ID (Individual Pin #)**
- **A PDF of this presentation will be posted online and emailed to each email address registered for the webinar.**

Access to Home, RESTORE and MMHR Programs

Application Webinar

Introductions

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Agenda

Summary of Programs

- Access to Home, Access to Home for Medicaid, Access to Home for Heroes
- RESTORE
- Manufactured and Mobile Home Replacement

Application Process

- Preparing to Apply
- The Application Process
- What is Community Development Online (CDOL)?
- Getting Started with CDOL
- Five Steps of an Application
- Application Content by Program
- CDOL Tips
- Award and Program Implementation
- Questions on the Access to Home, RESTORE, and MMHR Programs

Application Deadline: Friday, October 22, 2021 @ 4:00 pm



Summary of Programs



Access to Home Programs

- **Access to Home** was created in 2005 in order to provide resources and Technical Assistance (TA) to assist renters and property owners to make dwelling units accessible for low- and moderate-income persons with disabilities. Article 25 of the NYS Private Housing Finance Law formally establishes the Access to Home Program in statute.
- **Access to Home for Medicaid** was created in 2014 in partnership with New York State Department of Health (DOH). The program has the same mission as Access to Home, as well as a secondary goal of lowering health care costs over the long term. Implementation of this program is consistent with Article 25 of PHFL.
- **Access to Home For Heroes**, formerly known as Access to Home for Veterans, was created in 2015 to specifically meet accessibility needs of low-moderate income veterans living with a disability. Implementation of this program is consistent with Article 30 of PHFL.



Access to Home Program Overview

Access to Home is a State funded program that provides grants to make accessibility modifications to existing dwelling units occupied by low-income persons with disabilities.

Eligible Applicants

Municipalities and not-for-profits that demonstrate experience in adapting homes for persons with disabilities. All areas of New York State are eligible.

General Eligible Activities

Adapting homes for persons with physical disabilities and seniors with age-related disabilities with accessibility modifications ONLY (except for Heroes).

Participants

Disabled individuals of all ages for primary residence at or below 80% AMI (veterans 120% if disability is service related). Access Heroes serves disabled veterans at or below 120% of AMI.

How to Apply

Annual competitive round Community Development Online (CDOL)



Access to Home Program

Eligible Activities

The Access to Home Program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. One of the primary objectives of the Access to Home Program is adapting homes to meet the needs of those with disabilities in order to transition individuals from, or prevent movement to, institutional care.

- Adaptations are guided by recommendations of local accessibility experts and may not exceed \$25,000 per unit in total including project delivery.
- Permitted updates and renovations include:
 - Wheelchair ramps, lifts;
 - Widening of doorways;
 - Changes to bathrooms to allow wheelchair access;
 - Lowered, easy-to-reach kitchen adaptations;
 - First floor bedroom/bathroom relocation; and
 - Many more...



Access to Home Program

What's New? BIG NEWS!

- Applicants must prepare and submit a monitoring plan than includes compliance monitoring procedures.
- Vendor Responsibility Questionnaire **MUST BE SUBMITTED** under Application Certification attachment
- Access to Home for Heroes rehabilitation may include emergency repairs and code violations as well as accessibility modifications.



Access to Home Program

Disabled Veteran by Program

Disabled Veteran: The definition of a disabled veteran for **Access to Home** and **Access to Home for Medicaid** programs is different than the definition of a disabled veteran for the **Access to Home for Heroes** program.

Access to Home & Access to Home for Medicaid Recipients:

- A disabled veteran is a veteran who is certified by the US Department of Veterans Affairs or the Department of Defense as entitled to receive disability payments for a disability incurred by him or her **in a time of war***; or who is certified by the VA through a disability statement or DOD through their DD214.
- Household incomes for qualified disabled veterans may be up to 120 percent of area median income.

Access to Home for Heroes:

- Disabled veteran shall mean a veteran with, including but not limited to, a permanent physical or medical impairment resulting from an anatomical or physiological condition which prevents the exercise of a normal bodily function, substantially limits a major life activity or which is demonstrable by medically accepted clinical or laboratory diagnostic techniques.
- A professional evaluation must be provided 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.



RESTORE

Residential Emergency Services to Offer (HOME) Repairs to the Elderly (RESTORE) was created in Fiscal Year 1987 by the NYS Aid to Localities bill. Initially part of HOPE, it was created to allow Local Program Administrators (LPAs) to respond in a timely fashion to emergency situations involving elderly homeowners. Implementation of this program is consistent with Article 29 of PHFL.



RESTORE Program Overview

RESTORE Residential Emergency Services to Offer (Home) Repairs to the Elderly State funded program that provides grants to municipalities and not-for-profits to make emergency repairs in homes owned by low-income elderly persons.

Eligible Applicants

Municipalities and community based not-for-profit corporations. All areas of New York State are Eligible

General Eligible Activities

Make emergency repairs ONLY 5/14/60 business days

Participants

Homeowners 60 and older for primary residence at or below 100% AMI

How to Apply

Annual competitive round Community Development Online (CDOL)



RESTORE Program

Eligible Activities

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program provides funds for emergency repairs to eliminate hazardous conditions in homes owned and occupied by low and moderate income elderly homeowners who cannot afford to make the repairs in a timely fashion.

- Program costs may not exceed \$10,000 per building inclusive of project delivery.
- LPAs are responsible for determining emergency repairs, but common examples include repairs to roofs, repairs or replacement of HVAC systems, repair of broken stairs (internal or external).



RESTORE Program Summary

What's New?

- Vendor Responsibility Questionnaire **MUST BE SUBMITTED** under Application Certification attachment



RESTORE Program Summary

Reminders or (Not so) New

- Applicants must prepare and submit a compliance monitoring plan to the application.
- 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.
- Mandated emergency response times have been extended (from 72.7.30 to 5,14,60).
- Participants that are up to 100 percent of median income, rather than 80 percent, may be served.



Access to Home & RESTORE Scoring Criteria

How is my application scored?

- A) Community Need – **Up to 10 Points**
 - Population to be served
 - Service area selection and need for public investment
- B) Service Area Coverage – **Up to 20 Points**
- C) Service Partnerships– **Up to 20 Points**
- D) Implementation Capacity and Readiness – **Up to 50 Points**
 - Experience and expertise
 - Program Activity, Scope, and Contractor Procurement
 - Fiscal Responsibility

Up to 100 points available.

Program Penalty Deductions

- **Up to 20** points may be deducted for applications from Applicants with substantially incomplete Office of Community Renewal contracts, significant uncommitted resources or documented grant administration issues.

Mobile & Manufactured Home Replacement Overview

The New York State funded Mobile and Manufactured Home Replacement (MMHR) program designed 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.

Eligible Applicants

Municipalities and community based not-for-profit corporations. All areas of the State are Eligible

General Eligible Activities

Replace dilapidated manufactured housing

Participants

Homeowners of mobile or manufactured housing sited on owned land
primary residence 80% AMI or below

How to Apply

Annual competitive round Community Development Online (CDOL)



Mobile & Manufactured Home Replacement

Eligible Activities

Costs related to the replacement of dilapidated mobile or manufactured homes sited on property owned by the homeowner 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;
- Construction of stick built home;
- Temporary relocation assistance;
- Permitting, environmental review and testing.



Mobile & Manufactured Home Replacement

What's New?

- Administrative plan attachment was eliminated. Questions are incorporated into the regular application exhibits.
- Vendor Responsibility Questionnaire **MUST BE SUBMITTED** under Application Certification attachment



MMHR Scoring Criteria

How is my application scored?

- A) Community Need – **10 Points**
- B) Service Area Coverage – **20 Points**
- C) Timeliness– **10 Points**
- D) Relocation – **10 Points**
- E) Implementation Capacity and Readiness – **50 Points**
 - Program Experience
 - Program Design and Organizational Capacity
 - Financing Plan

Note: Up to 100 points available.

Program Penalty Deductions

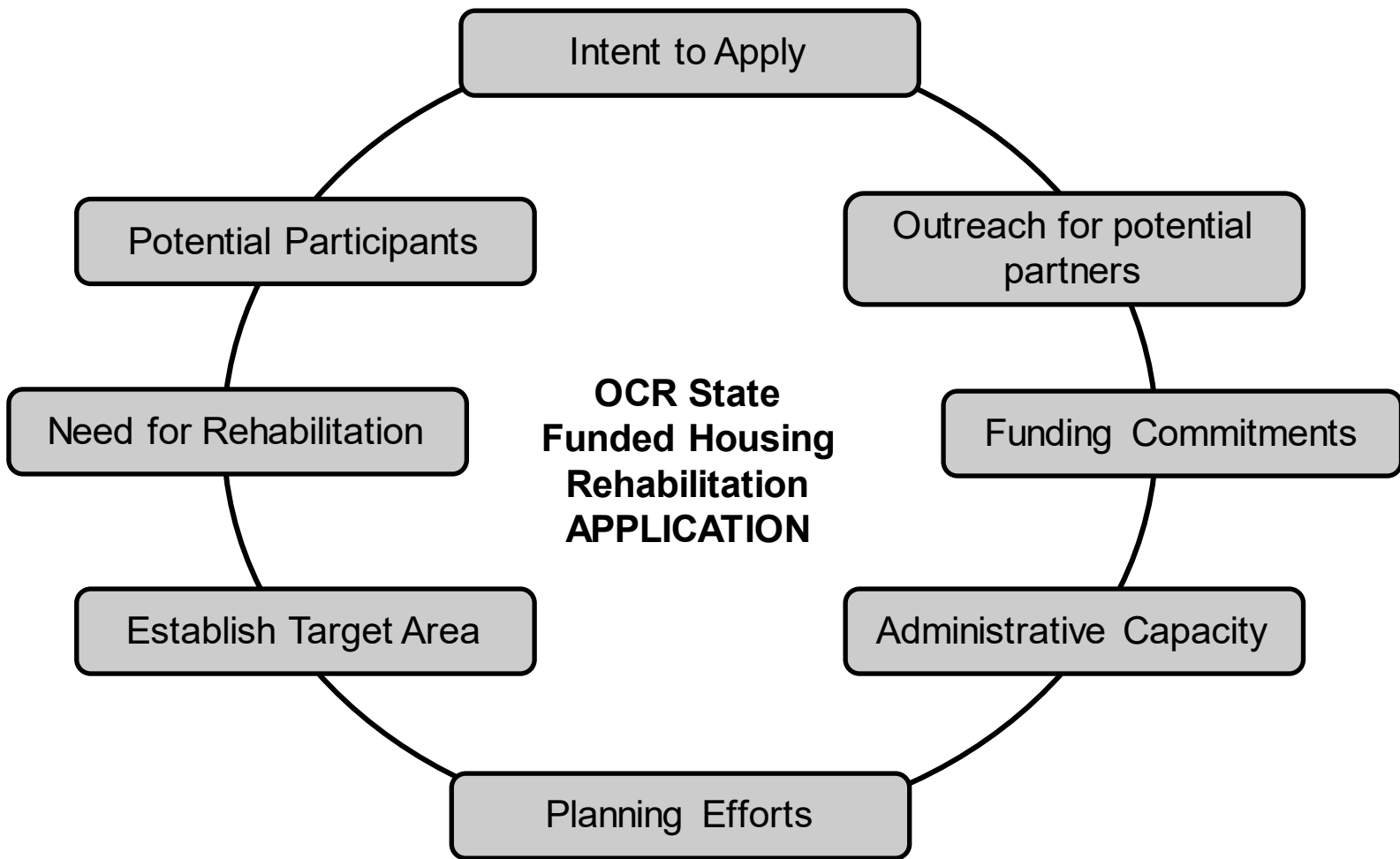
- **Up to 20** points may be deducted for applications from Applicants with substantially incomplete Office of Community Renewal contracts, significant uncommitted resources or documented grant administration issues.



Application Process



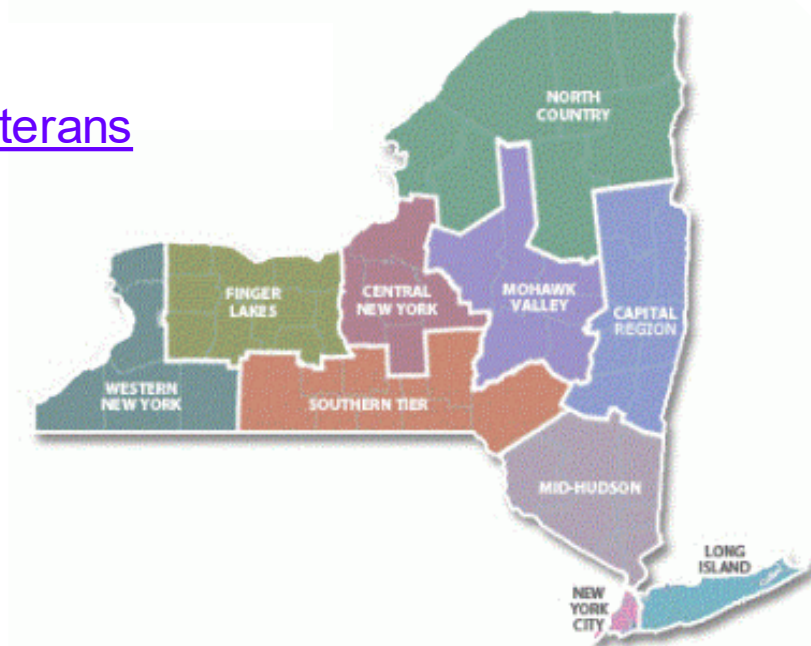
How do I prepare to apply?



Preparing to Apply for Access & RESTORE

Resources

- Access to Home Program
<https://hcr.ny.gov/access-home>
- Access to Home for Medicaid Program
<https://hcr.ny.gov/access-home-medicaid-recipients/>
- Access to Home for Heroes/Veterans
<https://hcr.ny.gov/access-home-heroesveterans>
- RESTORE Program
<https://hcr.ny.gov/restore-program>
- Community Development Online
<https://apps.hcr.ny.gov/SingleSignon>
- U.S. Census Data
<http://www.census.gov/>



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Homes and
Community Renewal

Applying Online

What is Community Development Online?

- Community Development Online (CDOL) is HCR's online application system for Local Program Administrator (LPA) and Capital Project Programs.
- Applicants must respond to questions in each exhibit, certify the application, upload attachments and submit to complete the application.



Applying Online

Getting Started with Community Development Online (CDOL)

- Applicants must be registered in HCR's Statewide Housing Activity Report System (SHARS).
- Applicants must designate a Security Manager for the organization.
- If you ARE registered under SHARS, but have NOT previously used CDOL you may submit a Security Manager Registration form found at:
<https://hcr.ny.gov/system/files/documents/2018/11/cdol-securitymanager.pdf>.
- If your organization has NOT previously applied for funding you must submit an Application Registration Form found at:
<https://hcr.ny.gov/system/files/documents/2018/11/cdol-applicant-registration.pdf>.
- Forms must be mailed to:

NYSHCR

Office of Community Renewal – MSR Unit

Hampton Plaza, Room 603S

38-40 State Street

Albany, NY 12207-2804



Community Development Online (CDOL)

Login to CDOL

Existing users:

- Retrieve forgotten User ID or password using the links on the Login page of CDOL: <https://apps.hcr.ny.gov/SingleSignon/>

User ID: *

Password: *

Change password after login



[Forgot your User ID?](#)

[Forgot your password?](#)

[Need help logging in?](#)

If these options do not work, contact OCRinfo@nyshcr.org.



Community Development Online (CDOL)

Start a New Application

- Enter a name for the new application next to: Start a New Application.
- Select the Program that you intend to apply for in the Application Type drop-down menu.
- Applicants can access prior applications submitted on this menu.

Organization

Name	Options
Hornell Partners for Growth	view edit

Applications

Organization Name: Hornell Partners for Growth

Start a New Application: *

Application Type: *

- Capital Project
- RESTORE
- Access to Home

[HOME LPA](#) [RESTORE](#) [Access To Home](#) [NY Main Street](#) [Sustainable Neighborhoods](#)

Existing Applications	Application Status	SHARS ID	Options
Test	terminated		view attachments
NEWTESTCRL	terminated		view attachments
PW Test 2011 2	terminated	20103079	view attachments

Community Development Online (CDOL)

How to Navigate CDOL

The **Exhibit List** is the application's Table of Contents:

Community Development Online

New York State Division of Housing and Community Renewal

User Administration

Help

Print

Application Instructions

EXIT | Menu > Exhibit List

Exhibit Quick Links:

RESTORE - TABLE OF CONTENTS

CRL Test 2013


 **WARNING: APPLICATIONS, IN THEIR ENTIRETY, MAY BE MADE AVAILABLE FOR PUBLIC REVIEW ON THE DHCR WEBSITE. APPLICATIONS SHOULD NOT INCLUDE PERSONAL OR PROPRIETARY INFORMATION.**

Exhibit List

Exhibit 1 - Application Summary

1A. Funds Requested

[view](#)

1B. Applicant Information

[view](#) | [edit](#)

1C. Program Detail Information

[view](#) | [edit](#)

1. Counties/Municipalities

2. Regional Council

[view](#) | [edit](#)

1D. Political Districts

[view](#) | [edit](#)

1E. Units Assisted

[view](#) | [edit](#)

Exhibit 2 - Proposal Summary

[view](#)

2A. Program Activities and Scope

[view](#) | [edit](#)

Community Development Online (CDOL)

How to Navigate CDOL

- Navigate to Exhibit List or Main Menu using links in top left corner.
- When a screen of questions has been completed, press submit button.
- Navigate through consecutive screens using the links in top right corner.

Community Development Online
New York State Division of Housing and Community Renewal

User Administration Help Print Application Instructions

EXIT | Menu > Exhibit List > 1E. Units Assisted

Exhibit Quick Links:

RESTORE - EXHIBIT 1 - APPLICATION SUMMARY

CRL Test 2013



< Previous | Next >

✓ Updates have been successfully saved

1E. Units Assisted

Units to be assisted by RESTORE:

Residential - Existing/Rehab:



Community Development Online (CDOL)

Budget Tables

- A Sources of Funds Exhibit (5A) must include the funds requested by the application.
- Example: if the applicant is completing an Access to Home for Heroes Program application requesting \$150,000 in Heroes Program funds, that \$150,000 must be listed as pending approval in the *Sources of funds* table.
- The amount indicated in the *Sources of Funds* (5A) table, must match the amount indicated as the total project cost in the *Uses of Funds* (5B) table.

Exhibit 5A - Example:

EXIT | Menu > Exhibit List > 5A. Sources of Funds

Exhibit Quick Links:

RESTORE - EXHIBIT 5 - BUDGET/FINANCING PLAN

CRL Test 2013

< Previous | Next >

5A. Sources of Funds

Source Name	Amount	Assistance Type	Status	Options
Bank	50,000	Loan	Pending Approval	edit delete
RESTORE	50,000	Grant	Pending Approval	edit delete
Total Financing	\$100,000			add

Using CDOL

Access to Home, RESTORE & MMHR Programs

The submission of an Access to Home, RESTORE, and MMHR application via CDOL requires 5 steps:

- Step 1 – Completing multi-question online application exhibits.
- Step 2 – Validating online application exhibits.
- Step 3 – Certifying and submitting application exhibits.
- Step 4 – Uploading and submitting or omitting attachments.
- Step 5 – Certifying and submitting attachments.

Contents of CDOL Application

Access to Home & RESTORE Program

A complete application for the Access to Home, Access to Home for Medicaid, Access to Home for Heroes, or RESTORE Program includes 5 exhibits, an electronic certification, and 4 possible attachments.

- Exhibit 1 – Application Summary
- Exhibit 2 – Proposal
- Exhibit 3 – Program Needs
- Exhibit 4 – Staffing Plan and Fiscal Responsibility
- Exhibit 5 – Program Budget

Electronic Application Certification

- Attachment 1 – Compliance Monitoring Plan (Required)
- Attachment 2 – Funding Commitment Letters (Optional)
- Attachment 3 – Supportive Services Agency Commitments (Optional)
- **Attachment 4 – Applicant Certification Detail (Optional AND REQUIRED)**



Contents of CDOL Application

Mobile and Manufactured Home Replacement Program

A complete MMHR Program application includes 5 exhibits, an electronic certification, and 3 possible attachments.

- Exhibit 1 – Application Summary
- Exhibit 2 – Proposal
- Exhibit 3 – Needs Statement Summary
- Exhibit 4 – Staffing Plan and Administrative Capacity
- Exhibit 5 – Budget/Finance Plan

Electronic Application Certification

- Attachment 1 – Funding Commitment Letters (Optional)
- **Attachment 2 – Applicant Certification Detail (Optional and REQUIRED)**



Application Tips - CDOL

Exhibit 1B Application Summary

- Exhibit 1B Applicant Information Question 8 requests primary contact information. Under 1B8 the application gives a drop down box to indicate if the primary contact is able to sign agreements:

***“Is this person authorized to execute an agreement with the HTFC should the proposal be funded?**”**

- A YES here requires the applicant to skip Question 9 and submit the page. There are **RED *** which generally indicate a required answer. If a YES is selected under Question 8 and data is entered under Question 9 the page will produce an error.

Application Tips - CDOL

Budget Table

- A Sources of Funds exhibit (table) must include the program funds requested by the application.
- Example: if the applicant is completing a RESTORE Program application requesting \$50,000 in RESTORE Program funds, that \$50,000 must be listed as pending approval in the *Sources* of funds table.
- The amount indicated in the *Sources* of Funds table, must match the amount indicated as the total project cost in the *Uses* of Funds table.

Application Tips - CDOL

Applicant Certification

- The updated certification list requires authorized signatory login.
- Select Agree or Do Not Agree for each statement.
- Upload the document to fully explain each Do Not Agree statement under Attachments: Application Certification Detail: Optional.
- Grants Gateway is still encouraged.

Application Tips - CDOL

Attachments

- The applicant must click 'add', and then navigate to the file to upload documents desired. Once each attachment has been uploaded, the applicant must click 'submit' at the bottom of the page.
- Applicants must click the 'omit' button next to attachments that are not required for their applications.
- Attachments that are labeled as "optional" may very well not be optional depending on the circumstances of the application. Do not select 'omit' before a thorough review of the application instructions.

Application Tips - CDOL

Application Status

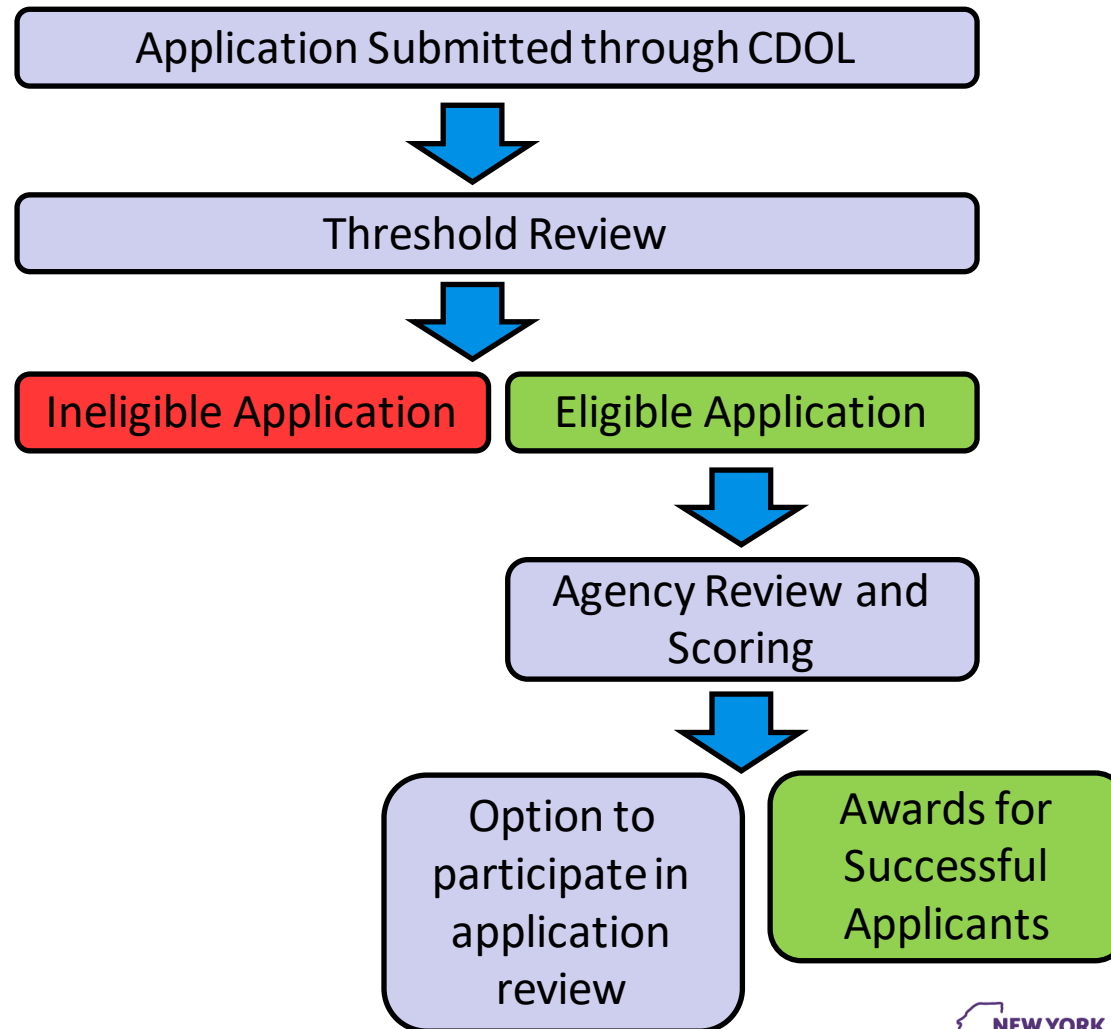
Some applicants are unclear on whether or not an application has been successfully submitted.

If the application status says:

- **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. **APPLICATIONS IN CERTIFIED STATUS ARE NOT COMPLETE AND WILL NOT BE SCORED.**
- **Completed** – The application has been successfully submitted and all required steps are complete.
- **Terminated** – The application was not completed by the deadline.

Application Process

What happens after I hit “submit”?



Awards and Program Implementation

What do I need to know if I am awarded funds?

- No work may begin until award recipient has received an executed contract.
- Administrative funds are available. Up to **7.5 percent** of funding award for RESTORE, all three Access to Home, and the MMHR Programs
- Project Delivery fees of up to **5 percent** of total project costs are available for both Access to Home and RESTORE. Up to **10 percent** of total project costs are available for MMHR.
- Environmental Review required for Access to Home & RESTORE:
 - Environmental Compliance Checklist must be submitted and approved by HCR Environmental Analysis Unit (EAU).
 - Upon review, EAU issues clearance letter to award recipient.
- Environmental Review required for MMHR:
 - Programmatic Environmental Compliance Checklist must be submitted and approved by HCR Environmental Analysis Unit (EAU).
 - Upon review, EAU issues clearance letter to award recipient.
 - LPA must submit subsequent site-specific checklists.



Questions?

Please submit all questions on the content of this presentation to:
OCRinfo@nyshcr.org.

Please include **OCR Application Questions** and the program name in the subject line of the e-mail.

