

**New York State Homes and Community Renewal
Request for Proposals**

Community Controlled Affordable Housing (CCAH)



**Homes and
Community Renewal**

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Purpose & Overview

The Housing Trust Fund Corporation (“HTFC”) as part of New York State Homes and Community Renewal (“HCR”) invites eligible applicants to apply to the Community Controlled Affordable Housing (CCAH) Program, an initiative to support local communities with planning and/or developing housing that emphasizes resident governance and long-term affordability. This RFP describes the purpose for which the available funds may be used and the methodology for selecting fundable applications.

Through this RFP, HTFC plans to make up to **\$1,000,000** available to eligible applicants for the CCAH Program. Funding is available to cover planning, pre-development, acquisition, or rehabilitation expenses. Eligible applicants are invited to submit applications for funding of up to:

- (1) **\$20,000 per project to cover planning expenses** aimed to help residents gain housing security and control. HTFC anticipates awarding planning grants to **approximately five (5) eligible projects** but may award more, or less, at its discretion.
- (2) **\$50,000 per unit to cover pre-development, acquisition, or rehabilitation expenses** that emphasize resident control. HTFC anticipates awarding approximately **eighteen (18) units**, but may award more, or less, at its discretion. A project/building grant maximum may be set at the time of award, depending on the applications received through this RFP and the availability of funds.

Applications must be submitted via email to NOFA_Applications@hcr.ny.gov no later than **3:00 PM (EST)** on **April 14, 2023**. The initial contract shall be for **two (2) years**, with the potential for an extension depending on the need and at the discretion of HTFC.

Background & Fundable Activities

In Chapter 53 of the 2022 Laws of New York, a \$1,000,000 appropriation was made available for the development of community controlled affordable housing.

For the purpose of this RFP, HCR defines “community controlled affordable housing” as resident autonomy over housing decisions. Below are types of activities that may be funded under this initiative:

- (1) Community Ownership: may include, but is not limited to, a change in the ownership structure of affordable housing, such as mutual housing, cooperatives, and community land trusts;
- (2) Community Revitalization: may include, but is not limited to, the preservation of affordable housing of which is already within the control of residents, such as the renovation of a cooperative building, a tenant owned manufactured home park, or scattered site homes within a community land trust;
- (3) Community Building: may include, but is not limited to, the creation or reinforcement of resident ties, such as the formalization of tenant associations, intentional community organizations, cohousing groups, eviction free zones, ecovillages, or other types of community-ties not listed here.

Affordable housing may be either naturally occurring, or government regulated, and should not cost burden the residents benefiting from the CCAH project.

Eligible Applicants

Applicants must be a non-profit organization. Eligible applicants must have demonstrated support from the residents who will benefit from the CCAH project.

Eligible Costs

Applicants are required to **provide a program budget** in their application. Proposed budgets should consider that requests for project planning grants should not exceed \$20,000 and pre-development, acquisition, or rehabilitation grant requests should not exceed \$50,000 per unit.

Up to **ten percent (10%) of the requested award** may be budgeted for program delivery, including costs such as staff time and materials for program management or other expenses.

Funds will be paid as Awardees achieve milestones in the program delivery. Disbursement schedules will be determined by HTFC staff prior to the execution of a program Agreement.

Proposal Costs and Materials

HTFC and HCR will not be held liable for any cost incurred by the applicant for work performed in the preparation, production, or submission of a proposal in response to this RFP. All proposal materials and information submitted as part of the application shall become the property of HTFC. No materials, curricula, media or other content will be returned to the applicant.

Evaluation and Selection Criteria

Applicant proposals will be examined for completeness and eligibility. Incomplete proposals and those that do not meet eligibility requirements may be rejected as ineligible. Complete proposals and those that meet eligibility requirements will be reviewed and rated.

Applications should include a PDF attachment that responds to the following criteria. This **PDF should not exceed six (6) pages** in length. After initial scoring, supplemental information may be requested by HCR staff for tie-breaking purposes, if necessary.

Applicant must have support from a group of residents who have a shared vision for community control and who will benefit from the project. Maximum rating is 100 points.

- 1. Demonstrated Need (25 points).** Provide a short narrative as to what type of project the grant will support (e.g. either planning, pre-development, or rehabilitation), how the project advances community control over housing (e.g. community ownership, community revitalization, and/or community building), and why the project is important and for what specific population. For pre-development and development grant requests, applicants should identify the target building/community where the project is located, provide a map, and a project scope.
- 2. Project Vision & Support (25 points)** Residents should describe a desired plan to gain control of their housing. This support should come from a significant portion of the residents concerned with the project. In addition, eligible applications must describe clearly the proposed roles and responsibilities between the applicant (the nonprofit organization) and the group of residents, if they are not the same entity.
- 3. Project Feasibility (25 points).** Applicants should provide a narrative describing what type of approval or participating government entities or other stakeholders would be necessary to effectuate the proposed project and an explanation of what, if any, commitments have been made to the project by the relevant partners. For pre-development and development projects, the applicant should demonstrate experience managing construction project scopes and budgets.
- 4. Cost Effectiveness (25 points)** Applicants must provide a budget, including the cost of outside services, when applicable. Budgets should include other funding sources and total project costs. For pre-development and development grants, the applicant should outline a realistic process for undertaking a cost efficient, comprehensive, and supportive process for building or improving the affordable housing.

All completed applications will be reviewed and scored. HTFC reserves the right to:

- Award all, a portion of, or none of the program funds based upon funding availability, competitiveness of applications received, feasibility of achieving project goals and objectives and completing proposed activities.
- To change or disallow aspects of the applications and may make such changes conditions of its commitment to provide funding.
- To recommend funding in an amount less than requested.
- To not issue an award or grant agreement to any applicant 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.
- Waive any requirement contained in this RFP.
- Revise this RFP from time to time.
- Extend the submission due date.

Application and Award Timeline

HTFC reserves the right to modify this schedule, at its discretion. Notification of changes in connection with this RFP will be posted and made available to all interested parties via <https://hcr.ny.gov/funding-opportunities>

Issuance of RFP	Friday, March 3, 2023
Deadline for Submission of Proposals	Friday, April 14, 2023, at 3:00 PM (EST)
Anticipated Revised Proposal Period and Interview(s) (if applicable)	Friday May 5, 2023
Anticipated Preliminary Award Selection (award(s) will be contingent on HTFC Board approval, which may occur after this date)	Friday, May 12, 2023

Award Recommendations and Board Approval

Awards are recommended based on available funding, proposal quality and project feasibility as determined by the review and rating of an application. The evaluation and selection criteria are detailed in the RFP. Recommendations are advanced to the appropriate HCR Board for consideration and the award must be approved by that Board prior to the execution of a grant agreement.

Application Status and Notification

Applicants will receive one of the notifications below in response to their application:

- Incomplete: Application presents potentially eligible project but provides insufficient information. Applicant will be provided an opportunity to submit additional documentation.
- Non-Award Notification: Application presents an incomplete, non-competitive, not viable project and will not receive an award under this RFP.
- Preliminary Award Notification: Application presents a complete, eligible, competitive and feasible project. The project has been recommended to and approved by HTFC Board of Directors for funding.

Program Grant Agreements

Awardees may be asked to revise parts of their proposal prior to entering into a program grant agreement. After any required revisions are submitted and approved, a final program grant agreement will be executed. The program grant agreement will require that Awardees expend all funds and meet all program goals within a **two-year (2) term** with the possibility for an extension, at the discretion of HCR staff.

An applicant should not apply if the project will not begin within a reasonable time after receiving an executed grant agreement or will not be able to complete the project within the term. Funds remaining at the end of the term are subject to de-obligation and reallocation.

Equal Employment Opportunity/Minority and Women Owned Business and Affirmative Action

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects funded by HTFC pursuant to Section 313 of the Article.

All MWBE firms used to satisfy this requirement must be certified as such with the State's Empire State Development ("ESD"). All SDVOB firms used to satisfy this requirement must be certified as such with the State's Office of General Services.

Affirmative Action Policy Statement: It is the policy of the HCR to provide equal opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation.

Questions

Any questions regarding this RFP or the application process should be directed to:
NOFA_Applications@hcr.ny.gov