



**Homes and
Community Renewal**

Office of Resilient Homes
and Communities

New York State Homes and Community
Renewal

Office of Resilient Homes and Communities
(RHC)

Notice of Funding Availability
(NOFA)

**Renters Safe Housing Incentive Program
Case Management Services**

Contents

PURPOSE	3
BACKGROUND.....	3
PROGRAM OVERVIEW	3
ELIGIBLE APPLICANTS.....	4
ELIGIBLE ACTIVITIES	4
ELIGIBLE GRANTEE COSTS.....	6
PROPOSAL COSTS AND MATERIALS.....	6
PROPOSAL SUBMISSION	6
EVALUATION AND SELECTION CRITERIA	6
APPLICATION AND AWARD TIMELINE	8
AWARD RECOMMENDATIONS AND BOARD APPROVAL.....	8
APPLICATION STATUS AND NOTIFICATION.....	8
PROGRAM GRANT AGREEMENT.....	9
EQUAL EMPLOYMENT OPPORTUNITY/MINORITY AND WOMEN OWNED BUSINESS AND AFFIRMATIVE ACTION	9
COMPLIANCE WITH ALL FEDERAL AND NYS REQUIREMENTS	9
QUESTIONS.....	9

PURPOSE

The Office of Resilient Homes and Communities (“RHC”), an office of the Housing Trust Fund Corporation (“HTFC”) and as part of New York State Homes and Community Renewal (“HCR”) invites eligible applicants to apply to administer the Renters Safe Housing Incentive (“RSHI”) program. This NOFA describes the purpose for which the available funds are to be used and the methodology for disbursing those funds.

Through this NOFA, RHC expects to make up to ten million dollars (\$10,000,000) in Community Development Block Grant – Disaster Recovery (“CDBG-DR”) funding available to one or more nonprofit organizations to provide service in Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties. The funds will be utilized for beneficiary payments to renters and the non-profit’s delivery and administration of the program. Westchester County has been determined by the Department of Housing and Urban Development (“HUD”) to be most impacted and distressed, and therefore approximately 80% of grant funds will be issued to renters in Westchester County.

Eligible applicants are invited to submit applications for funding to cover grants to eligible renters and for costs associated with program delivery. Applications must be submitted via email to RHC_NOFA_Applications@hcr.ny.gov no later than 3:00 PM (EST) on Friday, February 24, 2025. The initial contract shall be for three (3) years, with the potential for an extension depending on the need and at the discretion of RHC staff.

BACKGROUND

Hurricane Ida made landfall in New York on September 1, 2021, causing record-breaking rainfall and widespread flooding throughout New York City, Long Island, and Mid-Hudson region. Nearly 12,000 homes and apartments were impacted by flood damaged with sixty-five percent (65%) identifying as homeowners and thirty-five percent (35%) identifying as renters.

HUD allocated that the State of New York will receive \$68,228,000 in CDBG-DR funding to support long-term recovery efforts following Hurricane Ida (FEMA DR-4615) through RHC. CDBG-DR funding is designed to address needs that remain after all other assistance has been exhausted. This plan details how funds will be allocated to address remaining unmet need in the disaster-impacted areas of Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties.

To meet disaster recovery needs, the statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the annual CDBG program to enhance flexibility and allow for a quicker recovery. HUD has allocated \$68,228,000 in CDBG-DR funds to the State of New York in response to Hurricane Ida (FEMA DR-4615), through the publication of the Federal Register, Vol. 87, No.100, May 24, 2022, and Federal Register, Vol. 88, No. 11, January 18, 2023. This allocation was made available through the Disaster Relief Supplemental Appropriations Act, 2022 (Pub. L. 117-43) approved September 30, 2021 (the Appropriations Act) and the Continuing Appropriations Act, 2023 (Pub. L. 117– 180) approved September 30, 2022 (the “2023 Appropriations Act”).

[New York State Action Plan for Disaster Recovery](#) (“Action Plan”) outlines New York’s plan for expending Community Development Block Grant-Disaster Recovery (CDBG-DR) funds allocated by the U.S. Department of Housing and Urban Development (HUD) to support long-term recovery efforts following Hurricane Ida (FEMA DR-4615).

PROGRAM OVERVIEW

The RSHI Program anticipates assisting approximately 200 Hurricane Ida-impacted renters: 150 renters receiving an incentive to move to permanent safe housing and 50 renters receiving down payment assistance to purchase permanent safe housing. The program additionally provides relocation assistance to eligible households. Eligible counties are Westchester, Dutchess, Nassau, Orange, Rockland, and Suffolk County.

Assistance is capped at \$50,000 per household. Households may receive either the rental incentive or down payment assistance, but not both. All households may receive relocation assistance if otherwise eligible, which is counted toward the \$50,000 cap per household. Applicants should indicate how many renters they will have the capacity to serve annually for the next three years if awarded through this NOFA.

Applicants selected to administer RSHI (“the Awardees”) will be expected to provide all necessary program administration services including, but not limited to, outreach, eligibility review, case management, housing conditions and environmental site hazard inspections, environmental review in compliance with the National Environmental Protection Act (NEPA), pre-purchase housing counseling provided by HUD certified housing counselors, homebuyer education, and award calculation.

Further details on scopes of work are listed in the eligible activities section below. A preliminary [Policy Manual](#) is available on RHC’s website.¹

ELIGIBLE APPLICANTS

Eligible applicants are non-profit organizations registered to do business in New York State, capable of administering the program in one or more eligible counties (Nassau, Orange, Rockland, Suffolk, and Westchester Counties).

Competitive applicants must evidence capacity to perform the eligible activities listed below. Applicants may evidence capacity through in-house capacity or contracts, or agreement or partnership with other non-profit, for profit, or government entities. RHC may consider capacity based on experience, technical approach, and cost-reasonableness.

The applicant must be a HUD-approved housing counseling agency offering pre-purchase housing counseling whose service area includes the entire county(ies) they propose to serve, or must subcontract with HUD-approved housing counseling agencies to serve the proposed county(ies).

RHC reserves the right to award multiple applicants based on the number of renters being served, geographic needs, ability to manage a particular component of the below-referenced eligible activities, or other criteria that result in the best value to the HTFC.

ELIGIBLE ACTIVITIES

Awardees will be expected to work with RHC staff to create a work plan, which shall include the following activities (“Scope of Work”): These activities include all phases of Case Management from intake to closeout.

1. Outreach

Awardees will support outreach efforts led by RHC’s existing selected nonprofit subrecipient for outreach.

2. Case Management and Eligibility Review

Awardees will be required to maintain a phone line and a case management space for limited in-person application and in-person application drop-off in Westchester County. All applicant communication must be documented in the program system of record.

Program application assistance will include collecting, reviewing, evaluating, and scanning homeowner documentation. Awardees will coordinate with RHC’s existing selected nonprofit subrecipient for outreach, who will assist renters in Westchester with submitting applications if needed.

¹ The manual is labeled as *Renters Resilient Housing Incentive Policy Manual*, pending finalization of an Action Plan Amendment to change the name of the program to the *Renters Safe Housing Incentive Program*.

Initial application eligibility reviews will verify that households applying for assistance:

- Have household income eighty percent (80%) or less than area median income (AMI) or have income is up to 120% of AMI and are considered vulnerable populations or historically disadvantaged members of protected classes. The program must spend 70% of funding for benefit of LMI households.
- Resided within a disaster-declared county at the time of Hurricane Ida.
- Are relocating due to impacts of the storm.
- Have not received other disaster benefits that duplicate RSHI assistance.

Case management will include:

- Following up with households on their application, answering questions regarding application status, requesting documentation, and handling escalations and appeals.
- Assisting renters with determining which program benefits are appropriate for them during the application process
- Providing interpretation and translation services as needed, including employing staff to serve limited English proficient (LEP) applicants in-language.

3. Permanent Safe Housing Inspection

All permanent safe housing identified by renters and homebuyers must be inspected by the applicant, according to HUD's Decent, Safe, and Sanitary standard. Awardees must ensure that work is completed by qualified staff.

RHC will develop a Tier II checklist outlining all environmental standards that must be completed by applicant for each property assisted. This means that awardee must provide floodplain and other mapping for certain properties, or procure a vendor to provide this service.

4. Housing Counseling and Homebuyer Education

All housing counseling services must be performed by HUD-approved housing counseling agencies (as defined at 24 CFR § 5.100). Awardee must:

- Ensure every down payment assistance recipient completes homebuyer education with a HUD-approved housing counseling agency.
- Offer rental and pre-purchase housing counseling provided by HUD certified housing counselors as needed, including to assist applicants in deciding which program pathway they will pursue.
- Prepare Ida DPA loan applications for mortgage-ready homebuyers.
- Provide limited housing navigation services for renters who need assistance locating permanent housing, as needed.

5. Award Calculation and Disbursement

Once a renter/homebuyer has been deemed eligible for assistance, the awardee will perform award calculation and payment disbursement. Awardee will maintain payment records in the system of record.

- Rental Relocation Incentive: Incentive payments will be based on household rent burden and issued in a lump sum payment to the renter household.
- Homeownership Assistance: Down payment assistance will be based on reaching a front-end 30% debt to income ratio (DTI), up to the maximum program award amount.
- Moving Assistance: Awards will be allowed based upon a fixed schedule. Exceptions may be permitted with proof of cost reasonableness, collected and reviewed by Case Management.

6. Case Closeout

Awardees and their partners must collect all documents and meet all requirements to closeout a case. This includes but is not limited to a closeout review of each application to confirm eligibility, document collection, receipt review, and payment. In addition awardees must record with the relevant county clerk any program-required documents for down payment assistance.

7. Program Management

Awardee must:

- Familiarize themselves with existing program requirements, policies, and system of record.
- Collaborate to develop new program requirements based on updates to policy.
- Write a standard operating procedure and maintain it on an annual basis, or upon significant change in the process.
- Maintain daily activity logs for all staff, including staff compensated on a unit-cost basis.
- Comply with Federal requirements.
- Deliver regular (e.g., weekly, monthly, etc.) reports as requested by RHC, including a monthly report of budget expenditure and projections.
- Project pipeline and remediation plan for all open cases. The remediation plan should identify and address all barriers preventing the completion of case closeout.
- Participate in all required RHC program meetings as needed.
- Submit a comprehensive payment requisition each month.

ELIGIBLE GRANTEE COSTS

All costs must be directly related to carrying out program activities, which HUD defines as “activity delivery costs” or ADCs, in Notice [CPD-2023-06](#).

Applicants must complete [Price Proposal](#) (Attachment 1) and submit it with the application. No program management or administration costs will be reimbursed or awarded outside of the applicant’s budget, except eligible indirect costs.

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

PROPOSAL COSTS AND MATERIALS

RHC, HTFC nor 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 NOFA. 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.

PROPOSAL SUBMISSION

Applications should include a PDF attachment that responds to the Evaluation and Selection Criteria. This PDF should not exceed eight (8) pages in length. After initial scoring, supplemental information may be requested by RHC/HTFC Staff for tie- breaking purposes, if necessary.

EVALUATION AND SELECTION CRITERIA

NOFA Submissions will undergo an evaluation process conducted by a Review Committee (“Committee”). The Committee will evaluate NOFA Submissions based on the qualifications of both the Applicant and its current personnel, which will include an individual’s experience at other firms during the relevant time period. The Committee will evaluate the NOFA Submissions based upon the Selection Criteria in this section.

HTFC may conduct interviews to clarify or expand on the NOFA response (to be conducted at the discretion of the

Agencies).

HTFC may also perform a due diligence review of the items submitted in the Applicant's Administrative Proposal that include, but are not limited to, corporate and individual employee references, findings of non-compliance or non-performance by HUD or another federal, state, or local government agency, unresolved investigations or legal issues, audit findings, or other risk factors identified as part of a vendor responsibility.

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.

Through an evaluation panel, RHC/HTFC will select the applicant(s) whose Proposal receives the greatest number of points. The evaluation panel will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score.

The maximum rating is 100 points.

Selection Criteria	Points Available
Capacity and Experience	30
Staffing Expertise	25
Approach and Methodology	25
Commitment to Compliance	10
Collaboration and Capacity Building	10
Total Points Available	100

1. Capacity and Experience (maximum of 30 points)

- a. Applicants must describe their experience directly managing similar programs, including relocation or other renter programs and down payment assistance (including, experience on other RHC and HCR initiatives).
- b. Applicants must describe their experience providing funds, including Federal funds, directly to renters/homebuyers.
- c. Applicants should clearly identify the ability to provide sufficient organizational capacity for the efficient and timely implementation of the program.

2. Staffing Expertise and Cost (maximum of 25 points)

- a. Applicants must provide a functional organizational chart of staff proposed for the project and their anticipated salaries.
- b. Applicants will be scored based on the qualifications and education requirements of Key Personnel, length of employment and history of proposed individuals with the proposing entity.
- c. Applicants will be scored based on cost effectiveness and the reasonableness of their Price Proposal.

3. Approach and Methodology (maximum of 25 points)

- a. Applicants must clearly identify the number of renters they have capacity to serve annually, over the next three years, including a breakdown between rental incentive and down payment recipients.
- b. Applicants should present a marketing and outreach strategy for identifying participating renters.

4. Commitment to Compliance (maximum of 10 points)

- a. Applicants should describe their ability to comply with all applicable Federal, State, and local regulations, including M/WBE, SDBOV, income documentation, procurement, and financial

management requirements.

5. Collaboration and Capacity Building (maximum of 10 points)

- a. Applicants should describe their proposed plan for collaboration and coordination with other entities delivering program services.

All completed applications will be reviewed and scored.

RHC and 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 NOFA
- Revise this NOFA from time to time
- Extend the submission due date

APPLICATION AND AWARD TIMELINE

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

Issuance of NOFA	Monday, January 20, 2025
Deadline for Submission of Proposals	Monday, February 24, 2025, at 3:00 PM (EST)
Anticipated Preliminary Award Selection (Award(s) will be contingent on HCR Board approval, which may occur after this date)	Friday, March 7, 2025

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 NOFA. Recommendations are advanced to the HTFC 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 NOFA.
- **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 AGREEMENT

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 three-year (3) term with the possibility for an extension, at the discretion of HTFC staff and agreed upon in writing by the parties.

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.

COMPLIANCE WITH ALL FEDERAL AND NYS REQUIREMENTS

By submitting a NOFA Submission, the applicant acknowledges that, if awarded a contract, they will be solely responsible for ongoing compliance with any and all Federal and State requirements related to the Scope of Work outlined or included in this NOFA. The requirements included in this NOFA are not necessarily comprehensive, and it is the successful applicant’s responsibility to remain knowledgeable of, and compliant with, any new or revised rules that are adopted during the life of the contract. Where there are contradictions between this NOFA and Federal Law, Federal Law will prevail and control

QUESTIONS

Any questions regarding this NOFA or the application process should be directed to: RHC_NOFA_Applications@HCR.ny.gov