NEW YORK STATE | Homes and Community Renewal

STRENGTHENING YOUR HOME APPLICATION:

SUPPORT FOR NEW AND EMERGING APPLICANTS

AN OVERVIEW OF HOW TO SUCCESSFULLY COMPLETE AN APPLICATION FOR THE NYS HOME LOCAL PROGRAM

JUNE 4, 2025

WELCOME AND INTRODUCTIONS

HOME Team Staff

Leadership

Stephanie Galvin-Riley, Director
Stephanie.Galvin-Riley@hcr.ny.gov

Marjorie McAllister, Assistant Director
Marjorie.McAllister@hcr.ny.gov

Finance and Compliance

Alex Smith
Alex.Smith@hcr.ny.gov

Leland Bearup
Leland.Bearup@hcr.ny.gov

Stephanie Schermerhorn
Stephanie.schermerhorn@hcr.ny.gov

Project Managers

Sarah Braymer
Sarah.Braymer@hcr.ny.gov

Courtney Burke
Courtney.Burke@hcr.ny.gov

Jessica Frank
Jessica.Frank@hcr.ny.gov

PURPOSE

Who: New(er) applicants, those considering applying

What: Application technical assistance, review common deficiencies, tips and tricks

Why: Provide additional guidance and help prepare a competitive application

AGENDA

- Funding and Activity Overview
- Community Development Online (CDOL)
- Application Review
- General Tips and Tricks
- Q & A

FUNDING AND ACTIVITY OVERVIEW

A variety of residential housing activities to expand the supply of decent, safe, and affordable housing throughout the New York State

$15 million for the NYS HOME Local Program Administrator competitive funding round

The 2025 funding round will open this summer with applications due late summer

HOME ACTIVITIES

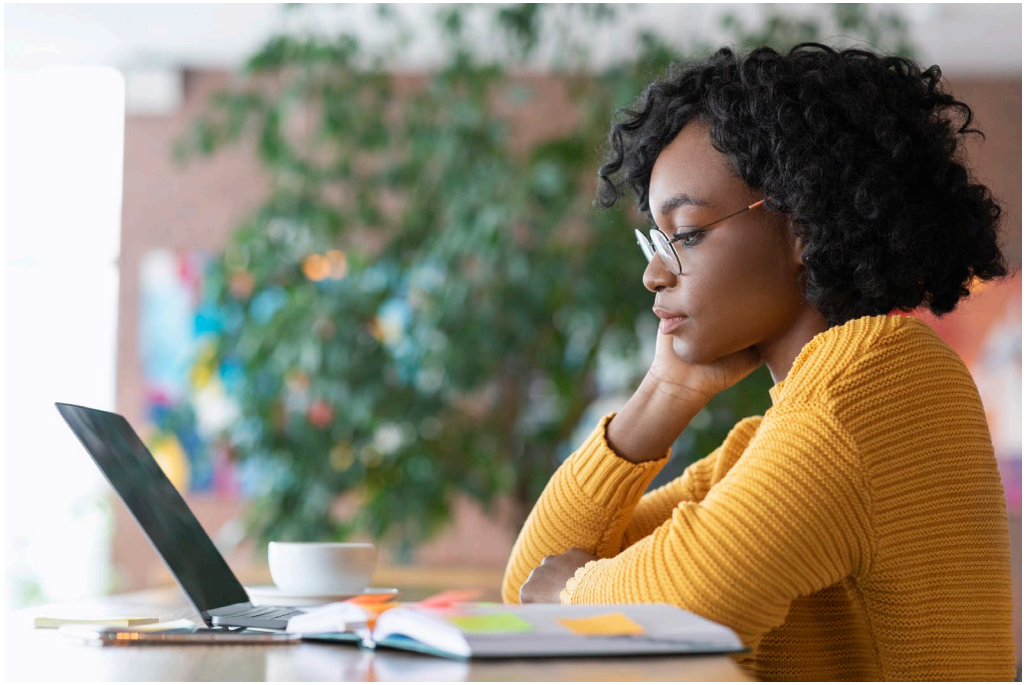
Competitive Funding Round Activities
• Homebuyer Down Payment Assistance
• Homebuyer Down Payment Assistance with Rehab
• Homeowner Rehabilitation
• Manufactured Housing Replacement
• Tenant-Base Rental Assistance

Eligible Applicants
• Units of local government
• Non-profit organizations with housing experience
• Public housing authorities

WHERE TO START

HOME website - https://hcr.ny.gov/nys-home-program

- Grant Administrative Plans
  - HOME General
  - Activity Specific
- Funding Round Material
  - HOME Application Instructions
  - Community Development Online (CDOL)
  - RFA, NOFA
  - Webinars



COMMUNITY DEVELOPMENT ONLINE (CDOL)

HCR's online application system

New applicants that have not previously applied should submit an **Applicant Registration Form**

Each applicant must have a valid **Security Manager**

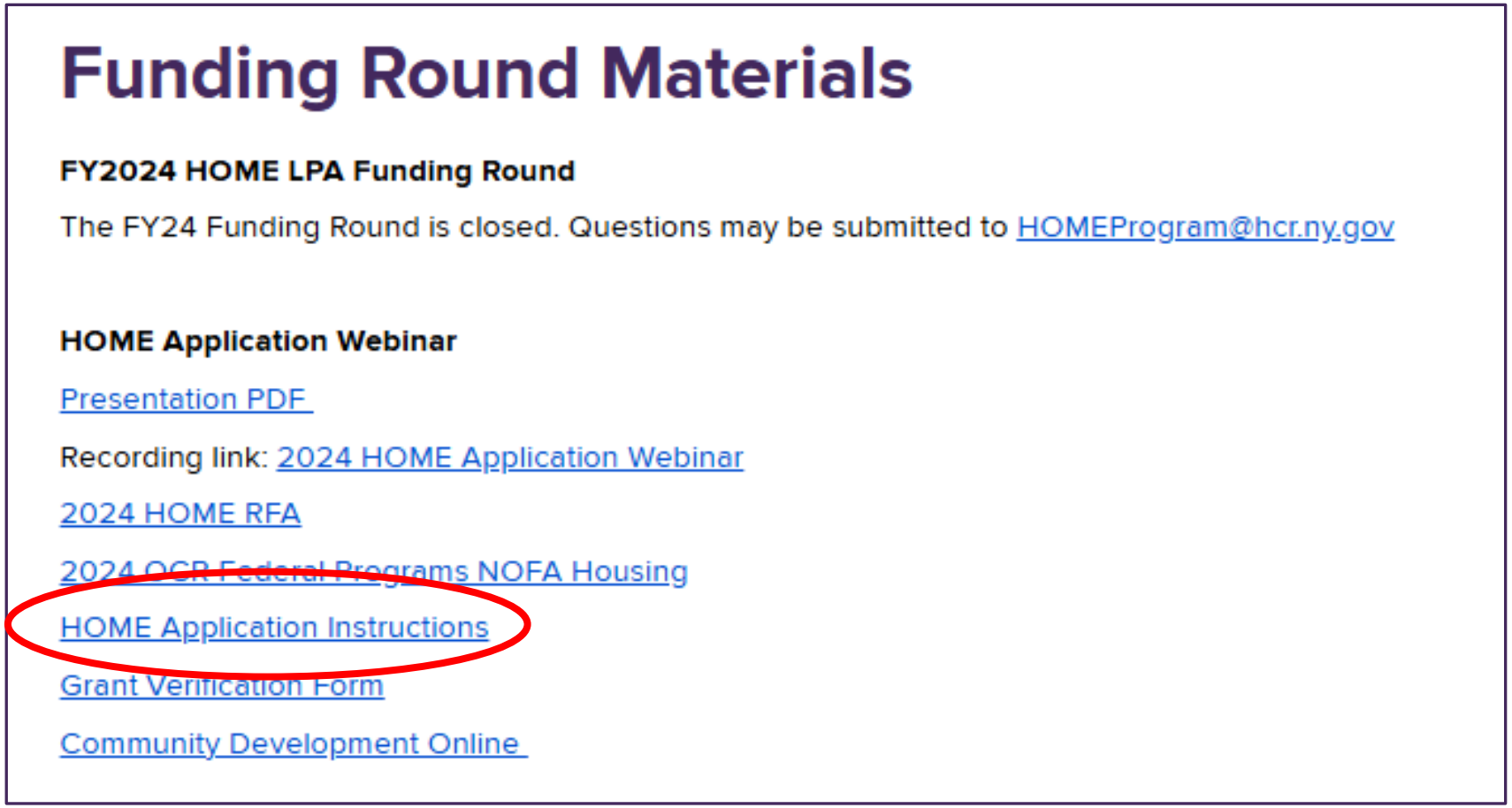
Application requires electronic **certification by an authorized representative**

COMMUNITY DEVELOPMENT ONLINE (CDOL)

1. Completing four (4) online application exhibits.
2. Validating online application exhibits.
3. Certifying and submitting online application exhibits.
4. Uploading and submitting three (3) attachments..
5. Certifying attachments.

HOME APPLICATION INSTRUCTIONS

Posted on the HOME website, and the 2025 version will be available once the round opens



Funding Round Materials

FY2024 HOME LPA Funding Round

The FY24 Funding Round is closed. Questions may be submitted to HOMEProgram@hcr.ny.gov

HOME Application Webinar

Presentation PDF

Recording link: 2024 HOME Application Webinar

2024 HOME RFA

2024 OCR Federal Programs NOFA Housing

HOME Application Instructions

Grant Verification Form

Community Development Online

HOME APPLICATION INSTRUCTIONS

Lists out each question that is in CDOL

Exhibit 2D. Housing Rehabilitation

To be completed by applicants requesting HOME funds for Housing Rehabilitation Activities

1. Need

Explain in narrative form the need for Housing Rehabilitation in the proposed service area including but not limited to:

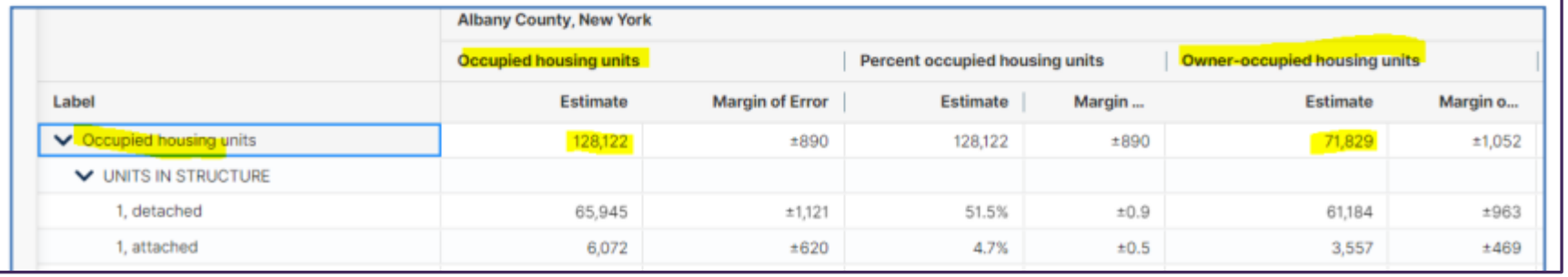
- Percent of owner-occupied housing units
- Percentage of owner-occupied housing units built before 1980
- Median year structure built by tenure
- The current housing condition in your service area, including challenges that low-income homeowners face

HOME APPLICATION INSTRUCTIONS

Provides instructions of how to obtain specific data that is requested

a. The percent of owner-occupied housing units

i. https://data.census.gov/cedsci/ (use an alternate web browser if site will not load)
ii. In the Census search bar enter the service area county and "S2504"
    i. For example, *Albany County S2504*
iii. Select table S2504 Physical Housing Characteristics for Occupied Housing Units
iv. Use the table to look up the number of occupied housing units and the number of owner-occupied housing units
v. Divide the number of owner-occupied housing units by the number of occupied housing units
vi. Identify the percent of owner-occupied housing units in the narrative



	Albany County, New York					
	Occupied housing units		Percent occupied housing units		Owner-occupied housing units	
Label	Estimate	Margin of Error	Estimate	Margin ...	Estimate	Margin o...
Occupied housing units	128,122	±890	128,122	±890	71,829	±1,052
UNITS IN STRUCTURE						
1, detached	65,945	±1,121	51.5%	±0.9	61,184	±963
1, attached	6,072	±620	4.7%	±0.5	3,557	±469

CDOL EXHIBITS

Category	Overview	Max Score
Exhibit 1: Applicant information	An overview with basic applicant information including program name, anticipated budget	-
Exhibit 2: Proposal and Program Design	Program specifics are included here, applicants must demonstrate knowledge of HOME regulations	45
Exhibit 3: Organizational Capacity	Identify housing-related experience and the ability successfully administer the proposed program	45
Exhibit 4: Budget/Financing Plan	Explain program budget which should be consistent with the budget table from Exhibit 1 and be feasible	10
		100

EXHIBIT 1: APPLICATION SUMMARY

Funds Requested

HOME Activity

EXHIBIT 1: APPLICATION SUMMARY

Activity	HOME Request	Other Sources	Total Cost	# of Units	# of Households
1. Housing Rehabilitation (Owner Occupied)					
2. Homebuyer Down Payment Assistance					
3. Manufactured Housing Replacement					
4. Tenant Based Rental Assistance					
Staff Costs of Project Delivery					
Activity Total					
Administrative Costs					
Total					

Hard and soft costs

Capped at 13%

Capped at 5%

EXHIBIT 1: APPLICATION SUMMARY

Activity	HOME Request	Other Sources	Total Cost	# of Units	# of Households
1. Housing Rehabilitation (Owner Occupied)	$661,500	$40,000	$701,500	12	N/A
2. Homebuyer Down Payment Assistance					
3. Manufactured Housing Replacement					
4. Tenant Based Rental Assistance					
Staff Costs of Project Delivery	$ 51,000	$5,000	$56,000		
Activity Total	$712,500	$40,000	$757,000		
Administrative Costs	$ 37,500		$37,500		
Total	**$750,000**	$45,000	$795,000		

EXHIBIT 2: PROPOSAL AND PROGRAM DESIGN – 45 POINTS

- Program Abstract
- Area Median Income
- Service Area
- Activity Need
- Activity Regulations
- Waitlist
- Program Regulations

EXHIBIT 2: PROPOSAL AND PROGRAM DESIGN – 45 POINTS

Service area

Pro-Housing Community

Experience in service area

Need for HOME funding

Activity Need

Census data-driven

Current market/housing conditions

Activity Regulations

Understand the HUD limits per unit for the activity

Inspections, after-rehab value and Lead Based Paint

EXHIBIT 2: PROPOSAL AND PROGRAM DESIGN

Waitlist

Ability to support the number of units proposed

Doing Down Payment Assistance for 40 but no waitlist. . . How will you ensure you can complete 40 units?

Program Regulations

Procurement

Fair Housing

Tenant Selection Plan

Code Compliance/HQS

Security Instruments

Written Agreements

Income Certification

Amount of HOME Assistance

EXHIBIT 3: ORGANIZATIONAL CAPACITY – 45 POINTS

- Key Staffing
- Relevant Experience
- Administrative Experience

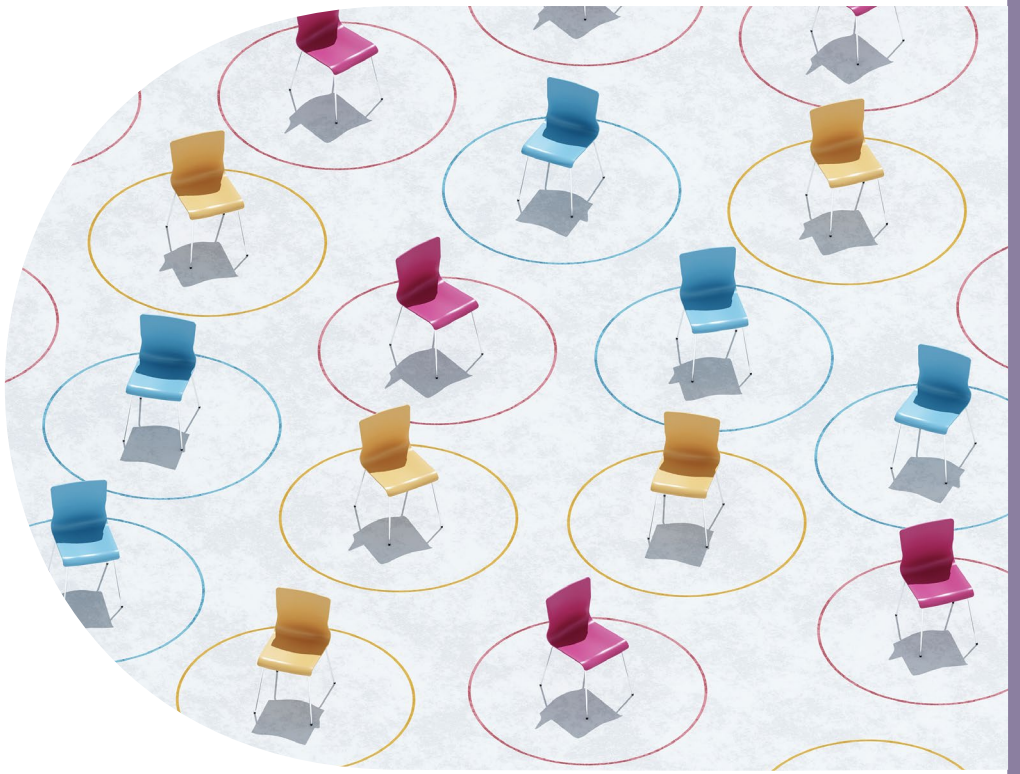


EXHIBIT 3: ORGANIZATIONAL CAPACITY - 45 POINTS

Key Staffing

Identifying staff to carry out the proposed programs – don't forget hours per week!

Do you have qualified staff or consultants for all the program components?

Relevant Experience

List OCR experience or upload Grant Verification form

If neither is done, you will receive 0 points

Administrative Experiences

Highlight your experience, don't assume we know what you do

Policies/proceeds to be successful with your proposed HOME program

Lesson learned

EXHIBIT 4: BUDGET NARRATIVE – 10 POINTS

Narrative

No Attachment

EXHIBIT 4: BUDGET NARRATIVE – 10 POINTS

Must match the budget in Exhibit 1

Be sure to address all budget items listed in CDOL (a-f)

If not using HOME funds for a required component, explain how the costs will be covered

Common soft costs:
Appraisals
Environmental Review
Homebuyer Counseling
NYS Code Compliance
Lead-Based Paint Inspection
Radon

COMMUNITY DEVELOPMENT ONLINE (CDOL)

1. Completing four (4) online application exhibits.
2. Validating online application exhibits.
3. Certifying and submitting online application exhibits.
4. Uploading and submitting three (3) attachments..
5. Certifying attachments.

APPLICATION ATTACHMENTS

Attachment 1 – Grant Verification Form (Optional)

Attachment 2 – Vendor Responsibility Questionnaire (Required for non-profits)

Attachment 3 – Federal Program Certification (Required)
Applicant Certification Detail (Optional)

CDOL APPLICANT STATUS

In progress: application available to edit and continue to work on.

Certified: application exhibits have been successfully completed and validated, 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: application has been successfully submitted, and all required steps are complete.

Terminated: application was not completed by the deadline.

GENERAL TIPS

- READ instructions and Admin plans
- Answer all elements of the question. You can **only receive full points if all** the elements are answered/addressed
- Assume we don’t know who you are or what your organization does
- Clearly demonstrate capacity
- Reiterate your experience and ability to complete your proposed program

GENERAL TIPS

- Be aware of the character limit in CDOL. You will see a warning that the excessive text will be cut off
- Print your application to PDF and reread it (other staff) before submitting it
- TA is available – email HOMEprogram@hcr.ny.gov
- READ the available material on the website – admin plans, CDOL instructions (application questions)
- Don’t wait to the deadline to complete/submit your application

QUESTIONS?

Submit all questions to HOMEProgram@hcr.ny.gov

Include HOME 2025 Application in the subject line

We welcome your application to provide affordable housing opportunities in your community with NYS HOME Program funds!

NEW
YORK
STATE
Homes and
Community Renewal