

New York State Homes and Community Renewal
Request for Applications (RFA)

Community Land Trust Support Program (CLT)



**Homes and
Community Renewal**

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I. Purpose

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 Land Trust Support Program**, an initiative to support and preserve the work of both long existing and emerging community land trusts (“CLT”) in New York City whose aim is to develop permanent affordable housing on community controlled-land. This Request for Applications (“RFA”) describes the purpose for which the available funds may be used and the methodology for selecting fundable applications.

II. Background

New York City faces a persistent housing affordability crisis that is driven by a shortage of deeply affordable housing options. Community Land Trusts (“CLT”) have emerged as a powerful tool to tackle the problem. HCR has supported projects that ensure the long-term affordability of housing projects through programs such as the Community Controlled Affordable Housing (“CCAH”) program.

The funding for the CLT Support Program is made available through a FY 2026 appropriation in the HCR budget to support the implementation of the Community Land Trust framework outlined in the **New York City Charter**. The funding aligns with HCR’s mission to ensure long-term affordability of housing options for low- and moderate-income New Yorkers.

III. Program Overview

Through this RFA, HTFC plans to make up to **\$1,500,000** available to eligible applicants for the CLT Support Program. Funding is available to support the general operations of CLTs and activities that lead to the long-term sustainability of emerging CLTs.

Grants will be awarded in the following categories:

- **Established CLTs:** up to \$100,000 per award.
- **Emerging CLTs:** up to \$60,000 per award.
- **Technical Assistance Providers:** up to \$50,000 per award

Applications must be submitted via email to NOFA_Applications@hcr.ny.gov no later than **3:00 PM (EST)** on **Friday, August 15th, 2025**. The initial contract shall be for **two (2) years**, with the potential for an extension depending on the need and on the discretion of HTFC.

IV. Eligible Applicants

A. Community Land Trusts (CLTs)

CLTs will be categorized as either **Established** or **Emerging** based on the following criteria:

Established CLT:

- Community Land Trusts are defined by the New York State statute as, a nonprofit organization exempt from certain taxes pursuant to section 501 (c) (3) or section 501 (c) (4) of the United States internal revenue code and/or that is incorporated under the not-for-profit corporation law whose primary purpose is to provide affordable housing by owning land and leasing or selling residential housing situated on that land to households that meet certain income requirements.
- Has acquired and is actively stewarding at least one property or land parcel within New York City.
- Has existing paid staff members who administer grants and other sources of funding to manage the CLT's operations.

Emerging CLT:

- An incorporated not-for-profit organization operating independently or working with a fiscal sponsor for at least the past six (6) months.
- Has at least 1-part-time or full-time staff or plans to hire the staff with CLT Program funding.
- Has defined plans for acquiring land or property within the next 12-24 months

B. Technical Assistance Providers

Organizations eligible for technical assistance grants must:

- Have at least two years of documented experience providing training, legal support, financial advisory services, or organizational development specifically for CLTs
- Be not-for-profit entities, community development organizations, or for-profit legal firms, with a proven track record in New York City

V. Eligible Costs

Recipients of this award may use grant funds to support the **general operations** of the organization. This includes costs regarding:

- Personnel,
- Other Than Personnel Support (OTPS)
 - Rent
 - Utilities
 - Printing
 - Supplies
 - Software and Subscriptions
 - Technology and/or Equipment.
- Professional Services

For emerging CLTs, if no paid staff currently works for the organization, funding must be used to hire an official staff person (whether part-time or full-time) to meet organizational goals.

VI. Application Requirements

Applicants are required to submit the full application form provided by HCR and attach any additional documents.

Additional Documents (submitted as separate documents):

1. Certificate of Incorporation

VII. Evaluation and Selection Criteria

Applications 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.

Maximum rating is 100 points.

For CLTs:

- **Project Need (25 points):** Applicant shows a demonstrated need for the CLT in the region. Applicants provide compelling data and evidence of the need and describe the problems faced by residents in the community.
- **Project Vision (25 points):** Applicant presents a project vision that meets the need described. Applicant's mission aligns with community land stewardship and permanent affordability goals. Applicant presents activities that execute their vision. A timeline is presented to demonstrate its short-term and long-term goals. Applicants define what success means for them.
- **Organizational Capacity & Experience (25 points):** Applicant demonstrates a record in managing similar projects and identifies staff who will execute their project. The organizational structure supports the proposed activities.
- **Project Support (25 points):** Applicant demonstrates community engagement strategies and inclusion practices by residents and key stakeholders.

For TA Providers:

- **Experience and Expertise (25 points):** Applicant demonstrates a track record of working with CLTs and other institutions in the field of affordable housing and community led initiatives. Applicant lists all the subject areas it has expertise on in particular to CLT support.
- **Demonstrated Impact (25 points):** Applicant details accomplishments in strengthening CLT organizational development or housing outcomes.
- **Feasibility (25 points):** Applicant details the outcomes it proposes to accomplish with CLT funding and details the proposed TA services it will provide.

- **Cost-Effectiveness (25 points):** Applicant demonstrates cost efficiency and describes how the utilization of this funding is cost-effective than if organizations would have sought such services in the private market.

HCR reserves the right to conduct interviews or request additional documentation during the review process.

VIII. 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 RFA. 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.

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

- Communicate with an applicant for the purpose of addressing clerical and mathematical errors in applications.
- Not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance. Activities that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- Award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the application's requested amount, and further reserves the right to review an application requesting funds as an application for funding under other programs for which the proposed activity is eligible, and to change or disallow aspects of the applications received.
- Waive any requirement contained in this RFA or revise the terms or extend this RFA as needed.
- Change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding for proposed activities. Award of funds does not confirm eligibility of all activities included in an application proposal.

IX. Application and Award Timeline

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

Issuance of RFA	Friday, July 11 th 2025
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Deadline for Submission of Proposals	Friday, August 15 th , 2025, at 3:00 PM (EST)
Anticipated Revised Proposal Period and Interview(s) (if applicable)	Aug. 20 th , - Sept. 3 rd 2025
Anticipated Preliminary Award Selection (award(s) will be contingent on HTFC Board approval, which may occur after this date)	September 2025

X. 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 RFA.

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.

XI. 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 RFA
- 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.

XII. 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 HTCR staff.

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.

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/or reallocation.

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

Under Articles 15-A of the New York State Executive Law and Article 3 of the New York State Veterans' Services Law all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of that Article. These requirements include equal employment opportunities for minority group members and women ("EEO") and contracting opportunities for certified minority and women-owned business enterprises ("MWBEs") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). Recipient's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements.

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.

XIV. Questions

Any questions regarding this RFA or the application process should be directed to:

RFA_Applications@hcr.ny.gov