



Notice of Funding Availability

Manufactured Home Purchase Counselor

Overview: This Notice of Funding Availability is open to certified Community Development Financial Institutions (CDFI), state supervised not for profit lending institutions, or not for profit Credit Unions who are approved lenders under the State of New York Mortgage Corporation (SONYMA) Manufactured Home Loan Program.

The funding may be used to support a full-time Case Manager who will be responsible for conducting outreach to potential manufactured homebuyers and assisting them through the entire loan approval and home purchase process, including:

1. Applicant homeownership counseling and loan pre-qualification;
2. MH Community selection, lending program approval, and leasing;
3. MH unit purchase contract with retailer or private party;
4. Loan application process thru closing; and
5. If applicable, MH unit delivery and utility connection.

Approved applications will be eligible for awards up to \$100,000 to support this full-time position for one year. Please submit the completed application form listed below to SpecPrograms@hcr.ny.gov.

I. GENERAL INFORMATION

1. Organization Name
2. Federal EIN
3. Official Mailing Address
4. City
5. Zip
6. Telephone
7. General Email Address
8. Organization URL
9. What Region of New York State does your SONYMA MH lending program cover?
(You may select multiple regions)

North Country
Capital Region
Central New York
Mohawk Valley
Hudson Valley
Long Island
Western New York

a. Primary Contract for Correspondence Related to Application:

1. Full Name
2. Title
3. Email
4. Phone (if different from above)

b. Contact Authorized to Execute a Contract with SONYMA:

1. Full Name
2. Title
3. Email
4. Phone (if different from above)

10. How many clients does your CDFI/Loan Fund typically serve on a yearly basis?

11. How much does your CDFI/Loan Fund typically lend on a yearly basis (\$)?

II. PERSONNEL

1. The grant award must be used to hire a full-time FTE who will be dedicated to the SONYMA MH Home Loan Program. Please provide a bulleted description of the job duties you envision for this new hire.

2. Please describe your strategy for recruiting a qualified applicant for this position.

3. Please name the supervisor who will be responsible for managing this new position, and how both the new hire and the supervisor will be connected to your current lending operations

III. PROGRAM

1. Please provide a projection of how many SONYMA MH loans your organization projects you will be able to originate in the 12 months following the onboarding of this new Case Manager?

2. Describe the stakeholders and industry partners your organization plans to engage with in order to increase your lending in the SONYMA MH loan program?

3. What other marketing strategies will you use to increase awareness of the SONYMA MH loan program?