NEW YORK STATE HOME
HOMEBUYER DEVELOPMENT
2026 REQUEST FOR APPLICATIONS

NEW YORK STATE OF OPPORTUNITY. | Homes and Community Renewal | Housing Trust Fund Corporation

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1. INTRODUCTION

Eligible partners are invited to submit applications for HOME Investment Partnerships Program (HOME) funds allocated to New York State by the Department of Housing and Urban Development (HUD) for the NYS HOME Program.

The NYS HOME Program is administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR) and funds a variety of activities to expand the supply of decent, safe, and affordable housing for low and moderate-income families.

This Request for Applications (RFA) details the requirements for application for NYS HOME Homebuyer Development funds and explains the process by which applications will be evaluated. All information and materials required for application are posted on the NYS HOME Program website, https://hcr.ny.gov/nys-home-program.

2. AVAILABLE FUNDING

Approximately $10 million in Federal Fiscal Year (FFY) 2026 and prior year NYS HOME Program funds are available through this RFA.

This amount is an approximation for expected awards and the HTFC reserves the right to award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, an applicant's ability to meet HTFC and HOME criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HOME funds are expressly conditioned upon HTFC's receipt of HOME funds from the U.S. Department of Housing and Urban Development (HUD).

3. ELIGIBLE APPLICANTS

Eligible applicants include not-for-profit housing developers with a preference for Community Housing Development Organizations (CHDOs).

A CHDO developer must be certified based on each project after award and prior to commitment of HOME funds and is a private not for profit, community-based organization that directly employs staff with the capacity to develop affordable housing for the community it serves. To qualify for designation as a CHDO, the organization must meet certain requirements pertaining to legal status, organizational structure, and capacity and experience. CHDO certification documents are located with application materials on the HOME Program website https://hcr.ny.gov/nys-home-program.

To be eligible to apply, applicants must have been in existence for at least one year prior to application, providing recent and relevant residential housing services to the community.

Applicants with prior Homebuyer Development awards that have not been substantially completed and expended are not eligible to apply.

Projects statewide, including those located in HOME Participating Jurisdictions, are eligible.

Applicants must be able to demonstrate a local market need for the proposed service area, experience and capacity to administer and complete the program in the contract term, and knowledge of HOME program regulations.

Please note: Applicants **must** complete a pre-application technical assistance meeting with OCR before submitting an application. Applications from those who have not met this

requirement will not be considered for funding. Requests for a technical assistance meeting can be made by emailing homeprogram@hcr.ny.gov and **must** include a completed Consultation for Technical Assistance form found on the HOME website.

4. APPLICATION SUBMISSION DEADLINES AND REQUIREMENTS

Applications will be reviewed and funding decisions made on a rolling basis until all funds are committed.

Application Open Date:	May 1, 2026
Application Submission Ends:	October 30, 2026

Application materials are available on the https://hcr.ny.gov/nys-home-program website.

After completing a pre-application technical assistance meeting, the Application Project Workbook and supporting documents may be submitted to HOMEProgram@hcr.ny.gov with the subject line "HOME Homebuyer Development - PROJECT NAME (or ADDRESS)". Confirmation of receipt will be sent via response to the email submission.

5. DISQUALIFICATION

All project work **MUST STOP** upon application submission including real property acquisition, leasing, demolition, disposition, rehabilitation, repair, new construction, site preparation or clearance, ground disturbance work, such as clearing, grading or grubbing, and/or entering into any binding legal contract to commit these activities that is not conditioned on successful completion of the environmental review process.

Federally funded projects are subject to review under the National Environmental Policy Act (NEPA). All HOME assisted projects are required to complete an environmental review before any funds, regardless of source, are committed to a project or costs incurred. Submission of this application constitutes consideration of federal funds and therefore Choice Limiting Actions (CLA) are prohibited.

A CLA is any activity concerning the proposal that would have an adverse environmental impact and/or limit the choice of reasonable alternatives that would avoid or minimize environmental impacts. This prohibition on CLAs prohibits physical activity as well as contracting for or committing to any of these actions.

Actions started prior to application must pause until the environmental review is complete. An applicant that started a project in good faith as a private project, is not precluded from later deciding to apply for federal assistance. Upon application for federal assistance, further CLAs on the project must cease until the environmental review process is complete.

Making a CLA will permanently disqualify a project from receiving any federal financial assistance. Please consult with HOME staff if you have any concerns regarding compliance with NEPA or CLAs.

6. ELIGIBLE ACTIVITY, FUNDING LIMITS, & PROJECT SPECIFIC REQUIREMENTS

Eligible Activity

NYS HOME Homebuyer Development funds will be awarded to developers for the substantial rehabilitation or new construction of one to four single-family homes to be sold to HOME eligible buyers. Acquisition is an allowed cost if associated with the proposed project.

Site control must be demonstrated at application through deed or executed purchase option. The purchase agreement or option must include language that makes the purchase explicitly contingent on the successful completion of the environmental review and the issuance of an Authority to Use Grant Funds (AUGF).

New construction may include manufactured housing, modular housing, or other non-traditional or innovative building models.

Applications with pending purchases must not make choice limiting actions and any activity related to the proposed project should generally pause once the application is started waiting until after receipt of environmental review approval to complete the purchase.

Program Guidelines

- Maximum Award: $1 million
- Maximum Subsidy:
    - 2-4 Bedrooms: Up to $250,000 per home
    - 1-bedroom Home: capped at the annually adjusted HOME limit (currently $208,049)
- Requirements:
    - Limits are inclusive of developer fees
    - Awards are subject to HTFC underwriting and cost reasonableness as detailed in the NYS Homebuyer Development Project and Homebuyer Underwriting Guidelines posted on the HOME website
    - Requests must be supported by a detailed scope of work, project budget that clearly outlines funding sources and uses, and cost verifications.
    - The amount of HOME funds requested must be no more than needed to provide quality, affordable, and financially viable housing throughout the Period of Affordability (POA)
    - Funding will be provided as a 0% interest construction loan forgivable upon sale or under ratified sales contract to a HOME eligible buyer which must occur within 12 months of construction completion.
    - Disbursements will be made on a cost-incurred basis as construction progresses, given satisfactory site inspections.

A homebuyer must be determined eligible according to HOME regulations and Homebuyer Development Project and Homebuyer Underwriting Guidelines which include the following criteria subject to HTFC monitoring and approval:

- Total household income of less than 80% HOME Area Median Income (AMI);
- Underwritten to meet 33% front-end/housing debt-to-income ratio and 45% back-end/debt-to-income ratio and able to sustain ownership for the Period of Affordability;
- Complete homeownership counseling with a HUD certified Housing Counselor prior to purchase of the HOME assisted unit; and

- Live in the assisted unit as their primary residence for the Period of Affordability (up to 15 years)

The sales price must be established based on Fair Market Value (FMV) and cannot exceed 95 percent of the median purchase price for the area as published here HOME Homeownership Value Limits - HUD Exchange. The limits are subject to change annually.

Any net project proceeds remaining after all unit sales must be returned to HTFC.

The home(s) must remain the buyer's primary residence throughout the POA for up to 15 years depending on the total HOME funds invested. The POA is enforced through a security instrument to be determined at sale to the homebuyer to include a Restrictive Covenant or Note or Mortgage Security Instrument. When pass-through assistance to the homebuyer *is not* required, a Restrictive Covenant will be placed on the property for the period of affordability. When pass-through assistance to the homebuyer *is* required, a Note and Mortgage will be placed on the property for the Period of Affordability. The POA restrictions will follow the NYS HOME Local Program Recapture-Resale Policy found at https://hcr.ny.gov/nys-home-program.

7. DEVELOPER FEE

The developer fee is capped at 15% of the HOME development costs for not-for-profit developers and up to 17% of the HOME development costs for qualified CHDOs.

This excludes hard and soft cost contingencies and will be paid incrementally.

HTFC reserves the right to further negotiate the developer fee.

8. CONTRACT TERM

If awarded, the contract term shall not exceed 3 years.

Requests for contract extensions to complete project activities will be limited and shall be at the sole discretion of HTFC. All awarded projects will be monitored for progress and HTFC reserves the right to rescind the award partially or in full if satisfactory progress cannot be demonstrated. Projects are expected to follow the schedule agreed upon as part of the contract. Non-compliance or failed projects require full recapture of funds.

If awarded, HTFC may, at its sole discretion, provide need-based awards to commit additional grant funds to existing contracts specifically for the continuance or expansion of eligible activities. Additional funds are subject to HTFC board approval.

9. GENERAL HOME REGULATIONS & REQUIREMENTS

Federal regulations govern the NYS HOME Program 24 CFR Part 92 -- Home Investment Partnerships Program. The following is a list, though not exhaustive, of specific HOME regulations and other program requirements that apply to the NYS HOME Program and awarded projects. Applicants are expected to understand and comply with all governing regulations if awarded and will be monitored to ensure compliance. These requirements are further detailed in the HOME Homebuyer Development Administrative Plan found here →https://hcr.ny.gov/nys-home-program.

A. Income Limits

All homebuyers must be under 80% of area median income as defined by HUD HOME income limits listed here HOME Income Limits - HUD Exchange.

B. Homeownership Value Limits (Maximum purchase price or After rehab value)

The maximum sale price cannot exceed the HUD limits for the local jurisdiction at the time of commitment published here HOME Homeownership Value Limits - HUD Exchange subject to change annually.

C. Environmental Review

NYS HOME program is subject to the provisions of the National Environmental Policy Act (NEPA) Environmental Review - HUD Exchange and State Environmental Quality Review Act (SEQRA) State Environmental Quality Review Act (SEQRA) Basics | Department of State (ny.gov).

HTFC will assist awardees with the process and is the Responsible Entity for not-for-profit organizations.

Under no circumstances will HTFC approve the release of funds for a project or activity where an approved environmental review was not conducted in advance, and in accordance with all applicable rules and regulations.

D. Smart Growth

The Housing Trust Fund Corporation is subject to the New York State Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and must, to the extent applicable, make funding decisions consistent with the provisions of the Act.

E. Lead Based Paint Regulations

HOME programs must comply with the lead-based paint requirements implemented at 24 CFR Part 35 Lead-Based Paint - HUD Exchange and About Lead-based Paint | HUD.gov / U.S. Department of Housing and Urban Development (HUD) and the EPA rule at 40 CFR 745.80. This regulation defines work practices that must be followed when managing lead-based paint in older structures and requirements to protect occupants and workers from lead-based paint hazards until lead hazard reduction work is completed.

Lead hazard evaluation and reduction activities for rehabilitation projects are determined by the level of federal assistance received by the project and the per unit evaluation of hard costs. Interim controls are required for projects assisted with less than $25,000 in Federal Funds. Projects assisted in excess of $25,000 in Federal funds are subject to abatement.

Under no circumstances will the HTFC approve the release of funds for a project or activity where lead safe practices and lead safe clearance were not conducted in accordance with all applicable rules and regulations.

F. Property Standards

Each property must have a scope of work and cost estimate verified by a qualified professional (e.g. engineer, architect) to ensure a quality homeownership product.

All projects must ensure that housing is decent, safe, and sanitary as described in HOME regulations at 24 CFR 92.251 and meet all applicable New York State and/or Local Code, providing certification at project completion.

HCR Homeownership Design Standards shall apply and will be monitored during project construction and verified at completion. These standards are located here

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

G. Equal Employment and Minority and Women Owned Business Participation

The HOME Program regulation at 24 CFR 92.351 (b) requires all HOME funded programs and projects to adopt affirmative marketing procedures and include, to the maximum extent feasible, minorities and women and entities owned by minorities and women to be provided employment and contracting opportunities funded by the HOME program.

If HOME Program Funds are combined with New York State funds in a program or project, then State requirements are triggered. Article 15-A of the State Executive Law requires that only State certified (as certified by Empire State Development Corporation) MWBEs shall be given the opportunity for meaningful participation in the performance of State-assisted contracts and to facilitate the award of a fair share of State assisted contracts and subcontracts to such enterprises.

More information can be found here Minority & Women's Business Development | Empire State Development (ny.gov).

For federal HOME Program reporting purposes, all MWBEs (that meet the federal definition of business enterprises that are 51% minority or women owned) that have been hired to provide services for the NYS HOME Program contract must be reported on.

H. Non-Discrimination

No person in the United States shall, on the grounds of race, color, national origin, religion, or sex be excluded, denied benefits, or subjected to discrimination under any program funded in whole or in part by NYS HOME Program funds. Applicants are subject to all Federal and State fair housing and equal opportunity laws and orders, as referenced in 24 CFR Parts 92.350 and 92.351 to include: Title V of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), The Fair Housing Act (42 U.S.C. 3601-3620.), Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107). More information is located here Fair and Equitable Housing Office | Homes and Community Renewal (ny.gov)

I. Uniform Relocation Assistance

Most projects will be vacant at the time of rehabilitation therefore temporary relocation is unlikely, however the HOME Program is subject to an overall policy of minimizing displacement and is subject to the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

The HOME & CDBG Residential Anti Displacement & Relocation Assistance Plan establishes the HCR/HTFC HOME Program policy to minimize displacement. →HOME & CDBG Residential Anti displacement & Relocation Assistance Plan (Relocation Plan)

Permanent displacement is discouraged and is unlikely to occur with the activities covered with this fund source.

J. Affirmatively Furthering Fair Housing

The NYS HOME Program must comply with all federal, New York State, and local laws, executive orders and regulations pertaining to Fair Housing and Equal Opportunity. These include, but are not limited to:

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107)
- New York State Criminal Conviction & Credit Individualized Assessment Policy
- New York State Criminal Conviction & Credit Individualized Assessment Policy
- New York State Human Rights Law (N.Y. Exec. Law 290 et seq.)

Programs are required to develop an Affirmative Fair Housing Marketing Plan that relies on local knowledge and decision making in order to determine the best strategies for compliance. Projects must submit final Affirmative Fair Housing Marketing Plans to the Office of Fair and Equitable Housing (FEHO) for review and approval.

10. ADMINISTRATIVE PLANS

NYS HOME Homebuyer Development Administrative Plan describes the policies and procedures that developers must follow. The Plan can be found on the https://hcr.ny.gov/nys-home-program website. This Plan should be reviewed prior to application to ensure the ability to comply with all state and federal regulations, deliver HOME eligible units upon completion, and expend funds within a 3-year contract term.

Policies and procedures contained in the Plan are enforceable and must be followed alongside the awarded contract and Program regulations at 24 CFR Part 92.

11. TECHNICAL ASSISTANCE

Applicants must review the full Request for Applications, application instructions, and relevant program materials prior to beginning the application process. These materials provide essential information for composing application responses, guidance for completing the application and associated forms, and recommendations for troubleshooting common errors in preparing applications.

Applicants **must** complete a pre-application technical assistance meeting with OCR before submitting. Applications from those who have not met this requirement will not be considered for funding. Requests for a technical assistance meeting can be made by emailing HOMEprogram@hcr.ny.gov and **must** include a completed Consultation for Technical Assistance Form found on the HOME website.

12. THRESHOLD ELIGIBILITY REVIEW

Projects must pass a basic threshold review. Projects that fail to meet the following threshold criteria will be deemed ineligible:

- The minimum per-unit HOME subsidy is greater than $1,000 per unit.
- The maximum per unit subsidy limit in Section 6 above is not exceeded.
- HOME funds will be expended, and the project is expected to be completed within the following deadlines:

- Construction or rehabilitation must begin within twelve (12) months of commitment
- The project must be completed within the three (3) year contract term and
- Completed homes will be sold or under ratified sales contract to eligible buyers within twelve (12) months of construction completion and meet the definition of homeownership at 24 CFR 92.2.

- Home sales prices will not exceed the HOME Homeownership Value limit. These limits can be found here → HOME Homeownership Value Limits - HUD Exchange
- If rehabilitation is involved in a project, the after-rehabilitation value must not exceed HOME Homeownership Value limit for Existing Homes HOME Homeownership Value Limits - HUD Exchange
- The application proposes projects of no more than 4 single family properties. Rental units are generally not allowed and this funding cannot assist rental units. If a project includes a rental unit, the rental unit may be cost allocated out of the project pending HTFC approval.
- Projects of more than 4 single family properties will be referred to other resources as this funding is not intended as gap filler for larger and/or high-cost projects.
- Applicant has documented site control of the proposed property/properties.
- Applicant does not have current or past unresolved performance, compliance, monitoring and/or audit issues with OCR.
- Applicant is 1) up to date with charities bureau registration and other required filings, 2) not on a funds suspended or debarment list and 3) isn't in default or non-compliant with existing state contracts.
- Applicants with prior Homebuyer Development awards must have substantially completed projects and expended funds.
- Applicant demonstrates at least one year of experience providing recent and relevant residential housing services in the proposed area.
- The Vendor Responsibility Questionnaire does not indicate unresolved concerns that would prohibit funding the application.
- All application certifications satisfactorily answered.
- The applicant's Unique Entity Identifier (UEI) must be verified in compliance with the Federal Funding Accountability and Transparency Act prior to award.

13. APPLICATION REVIEW & UNDERWRITING CRITERIA

Applications must outline a clear and organized plan for the proposed project, identify partners to support the project if needed, and demonstrate sufficient organizational capacity, experience, and resources to complete the proposed project in a timely, efficient, and effective manner. Applications will be underwritten according to the NYS Homebuyer Development Project and Homebuyer Underwriting Guidelines posted on the HOME website. The following represents criteria OCR will review to evaluate the proposal:

Market Need
Evaluates the need for development of homes in the proposed market area and ability to sell units to HOME eligible buyers within 12 months of construction completion. Assessments must include a Sales Plan, be no more than 6 months old, and use current recognized sources of reliable data. The projected homebuyer affordability range analysis must be reasonable and match the market area.

Development Team Experience & Capacity
Evaluates the developer's experience, capacity, and finances. Applicants must present examples of relevant, successful experience with prior recent homebuyer development and sales to include construction, qualification of HOME eligible buyers, and marketing/sales. Applicants must also demonstrate fiscal soundness and sufficient financial resources to carry the project to completion.

Project Readiness
Evaluates the proposed project schedule in relation to the proposed scope of work and necessary timelines for project approval and construction start to completion relative to HOME requirements. Please note - Projects with more developed scopes of work, plans and specifications will be rated higher than projects with less developed scopes of work, plans and specifications for Project Readiness. Evaluates any potential barriers that may impact the project timeline and the partnerships and formal referral systems in place to develop and maintain a pipeline of eligible homeowner participants.

Project Feasibility – Financial Plan and Leveraging
Measures the quality and completeness of the proposed project budget and the reasonableness of the costs relative to the proposed scope of work as well as any proposed leveraging of non-HOME funding sources. All necessary funding must be secured and committed at the time of application. Projected sales analysis and project schedule must be reasonable and support the development budget and flow of funds, as needed.

14. FUNDING CONSIDERATIONS, ALLOCATION PRIORITIES, & DISCLAIMERS

- HTFC reserves the right to communicate with an applicant for the purpose of addressing clerical and mathematical errors in applications.
- HTFC reserves the right 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, unless otherwise approved by HTFC.
- HTFC reserves the right to 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.
- HTFC reserves the right to waive any requirement contained in this RFA or revise the terms as needed.
- Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to 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.

Prior to applying, applicants should evaluate the progress of their open grant portfolio to consider capacity and determine if additional funds are warranted. Applicants should not apply

if the proposed activities cannot be completed, and funds cannot be expended within the 3-year contract term.

Applicants may be negatively impacted by prior unsatisfactory performance that indicates the inability to carry out the proposed project as required and according to appliable laws, regulations, policies, and procedures governing the program.

HOME regulations require that fifteen percent (15%) of each annual allocation is reserved for Community Housing Development Organizations (CHDOs).

15. HTFC BOARD APPROVAL AND AWARD

Awards must be approved by the HTFC Board of Directors.

Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to providing funding for proposed activities.

16. APPLICATION PROCESSING & OUTCOME

Eligibility Review and Underwriting – Submitted Project Workbooks and supporting documentation are reviewed and underwritten based on HOME regulations, NYS Homebuyer Development Project and Homebuyer Underwriting Guidelines and other criteria derived from federal and state regulatory and policy considerations of the project. Once the submitted materials are reviewed and approved by the HOME Program Director it is deemed formally submitted for federal funding.

Award/Non-Award Notification – Applicants will receive an email with the final status of an application as follows:

Award - Selected for Funding, or
Non-Award - Not Selected for Funding

Applicants not awarded may resubmit revised applications given funding is available and assuming no circumstance make the application ineligible.

17. CONTRACT REQUIREMENTS AND EXECUTION

HOME funding applicants selected for funding may be asked to revise parts of the original application prior to or in conjunction with the issuance of a contract. Contract expenditures cannot be made, nor activities start until all required documents are executed and environmental reviews are completed.

As a condition of the award of NYS HOME program funds, awardees are required to obtain and maintain proper insurance and fidelity bonds. During the term of the contract, the awardee shall take all adequate measures to safeguard against the risk of liability for injuries or death of employees of the awardee, contractors and subcontractors, and any other persons.

Awardees must provide proof of:

- Comprehensive general liability coverage in a minimum amount of one million dollars ($1,000,000) naming the HTFC and the State of New York as additional insured

- Builders Risk Insurance with limits greater than or equal to the amount of construction costs. The certificate must name both the Housing Trust Fund Corporation and the State of New York as additional insured
- Property Insurance with minimum limits of 100% insurable replacement value of the property and Flood insurance coverage (if applicable)
- Fidelity/crime coverage in an amount not less than the largest cumulative amount of anticipated disbursement requests expected to be outstanding at any one time for program funds naming the Housing Trust Fund Corporation and the State of New York as loss payee
- Automobile insurance
- Workers' compensation and disability benefits

All insurance certificates shall be with a New York State licensed carrier.

Awardees should anticipate that certain regulatory requirements and administrative guidance will change or be clarified during the contract term. For example, HUD has deferred the implementation of new property standard requirements for the HOME Program. These new requirements are applicable to any project with a commitment after the effective date of the new requirements as may be announced by HUD.

For inquiries regarding this RFA, please email HOMEprogram@hcr.ny.gov.