NEW YORK STATE | Homes and Community Renewal

NYS HOME HOMEBUYER DEVELOPMENT

APPLICATION WEBINAR – PART 2

MAY 13, 2026

SUMMARY SHEET

NYS HOME Single-Family Homebuyer Development Program
Summary Sheet

HCR retains the right to amend this term sheet or waive requirements in accordance with statutes and program regulations. HCR reserves the right not to award any or all funds. HOME funds are expressly conditioned upon HTFC's receipt from the U.S. Department of Housing and Urban Development ("HUD"). Proposals must comply with federal, state, and local regulations.
Review the Request for Application on the HOME website for full program details.

Purpose	To increase the supply of single-family affordable housing throughout New York State for projects of 4 homes or less.
Funding Source	Federal HOME Investment Partnerships Program (HOME)
Geography	Any area in the State of New York including other HOME participating jurisdictions.
Eligible Projects	Substantial rehabilitation or new construction and resale of single-family homes to HOME eligible buyers that can be completed within the 3-year contract term. Acquisition is an eligible expense only when directly associated with the proposed rehabilitation or construction project. New construction may include manufactured housing, modular housing, or other non-traditional or innovative building models as approved by HCR. Home(s) must be sold or under ratified sales contract within 12 months of construction completion.
Eligible Applicants	Nonprofit housing developers with a preference for Community Housing Development Organizations (CHDOs). A CHDO developer is a private nonprofit, community-based organization that directly employs staff with the capacity to develop affordable housing for the community it serves. To qualify for CHDO certification, the organization must meet certain requirements pertaining to legal status, organizational structure, and capacity and experience. CHDOs must be certified by NYS HOME prior to commitment of HOME funds.
Subsidy Amount	Maximum subsidy limit inclusive of developer's fee is $250,000 per house for 2-4

FLOW CHART

Homebuyer Development Project Flow Chart

Application/Contract Execution Phase

- Pre-Application Technical Assistance
- Application Submission
- Application Review
- Preliminary Design Review
- HTFC Board Approval/Award
- Environmental Clearance and Design Review Sign Off
- HOME Contract Execution

Monthly Calls with Project Manager

Construction/Project Completion Phase

- Construction Kick Off Meeting
- Construction Begins
- Marketing Home(s) for Sale Begins
- Construction Complete
- HTFC Approval of Homebuyer and Sale
- Unit(s) Sold
- Final Sale Proceeds Reconciliation
- Contract Close Out
- Period of Affordability for Homebuyer Begins

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PRE-APPLICATION CONSULTATION FORM

New York State HOME
Homebuyer Development
Pre-Application Technical Assistance Consultation Form

Please complete the form below based on the current status of your proposed project to begin a 2-step process to be considered for funding. Send the completed forms to: homeprogram@hcr.ny.gov – Subject: Project Consultation – Entity Name - and a HOME staff member will contact you to discuss the proposed project.

Entity Name	Click or tap here to enter text.
Project Name	Click or tap here to enter text.
Project Team Members	Click or tap here to enter text.
Number of Units	Click or tap here to enter text.
CHDO Applicant?	Choose an item.
Anticipated Application Submission Date	Click or tap to enter a date.
Type of Project	Choose an item.
Proposed Construction Type (ie. Stick Built, Modular, Manufactured)	Click or tap here to enter text.
Expected duration of construction	Click or tap here to enter text.
Form of Site Control – Describe Site Control	Click or tap here to enter text.
Site Conditions – Describe Site Conditions, including whether the sites are vacant, will demo be needed, condition of rehabs, etc.	Click or tap here to enter text.
Other Funding Sources – Describe other sources of funding to be used for construction and proposed use of sales proceeds, if any.	Click or tap here to enter text.
Please describe status of acquisition and any concerns about potential Choice Limiting Actions.	Click or tap here to enter text.

Environmental Review Items – Please note this project will require a NEPA Review to be conducted by HCR's Environmental Unit. The process can take approximately 3-4 months to complete. The list of items below are generally required for all Homebuyer Development projects as part of the NEPA Review process, additional items may be required as determined by HCR's Environmental Unit.
Describe the status of environmental review items, including, but not limited to:

- **Grading/Site Plan**
- **SEQR documentation if conducted by the municipality or going to be conducted by the municipality.**
- **NYS Smart Growth documentation will be required that Submit documentation that describes whether the project involves the acquisition, new construction, expansion or reconstruction of infrastructure.**
- **Local approvals (zoning/planning/variances/etc.) if needed.**
- **SHPO Section 106 Final Determination Letters.**
- **All projects involving ground disturbance must submit their project site parcel to NYSDEC to receive a Parcel Jurisdictional Determination (JD) https://survey123.arcgis.com/share/be5c071ff72d4876986b18488721e55f.**
- **Site contamination reports (Phase I Environmental Site Assessments)**
- **Invasive Species - Provide written certification from the licensed design professional that the project will not include any of the species listed on NYS Department of Environmental Conservation's Prohibited and Regulated Invasive Species regulations at 6 NYCRR Part 575.3 & 575.4, available here: https://dec.ny.gov/nature/invasive-species/resources-regulations/regulations**
- **Thermal Explosive Hazards – Confirm that no outdoor above-ground storage tanks (ASTs) are part of the project site plan. If ASTs are part of the project site plan, note their planned location, size and contents. An independent field survey must be conducted and report prepared that identifies whether there are off-site ASTs that could affect the project site.**
- **Site Contamination - Submit a contamination report from an environmental professional, including a site visit, that indicates that the project sites are not located on or near any hazardous materials or contamination and that the sites comply with HUD environmental standards as specified at 24 CFR 58.5(i) for all project sites. The site visit report must include a signed certification statement, that: "I, (Name, Title), certify that I am a qualified environmental professional as per ASTM 1527**
- **Asbestos Containing Material (ACM) and Lead-Based Paint (LBP) surveys.**
- **Testing including Lead-Based Paint, Mold, Radon, as applicable.**

APPLICATION WORKBOOK – INSTRUCTIONS

General Instructions

- This Application Workbook contains all required forms required. Please complete all forms in full in the format provided in the Workbook. Only colored cells highlighted should be filled out.
- Responses to Application Workbook questions must comply with the NYS HOME Homebuyer Development Underwriting Criteria and the Request for Applications (RFA) posted on the HOME website.
- The Checklist tab lists all items including supporting attachments required for a complete submission.
- All applicants must have completed a Pre-Consultation Technical Assistance meeting with HOME staff and have authorization to submit an application.

Submission Instructions

Submissions will be accepted electronically only, hard copy materials will not be accepted.
Email the complete application package to: HOMEProgram@hcr.ny.gov or send a message to the same address to request access to a web-based file transfer tool. Please plan ahead, as this access cannot be provided on the day of request.
Include "HOME Homebuyer Development - *PROJECT NAME (or ADDRESS)*" in the **email sub**
Application Workbook. All attachments to the application should be submitted together in
of receipt will be sent via a response to the email submission.

All supplementary attachments should be submitted with this workbook as clearly labeled

HTFC in its sole discretion, may at any time and without prior notice, update or revise this W
compliance with any of its terms, or reject any or all proposals for funding.

Questions about the NYS HOME Homebuyer Development Funding Round and Application
HOMEProgram@hcr.ny.gov - include *2026 Homebuyer Development Application Question*

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.

APPLICATION WORKBOOK – CHECKLIST

Homebuyer Development Application Checklist	
Compile a single PDF of attachments labeled accordingly to support this excel workbook.	
Pre-Application Technical Assistance	Select One
Attachment - Email from HTFC with approval to submit application	Select One
Project Summary (Tab 1)	Select One
Application Narrative (Tab 2)	Select One
Attachment - Site Control Documentation	Select One
Attachment - Site Plan	Select One
Attachment - Market Assessment including Sales Plan	Select One
Attachment - Organization and Team Member Resumes	Select One
Attachment - Financial Statements	Select One
Attachment - Proposed Scope of Work with Cost Estimate	Select One
Project Schedule (Tab 3)	Select One
Sources (Tab 4)	Select One
Attachment(s) - Commitment Letters for Other Sources of Funds	Select One
Uses (Tab 5)	Select One
Estimated Sales Net Proceeds Analysis (Tab 6)	Select One
Affordability Range Analysis (Tab 7)	Select One
OCR Certification (Tab 8) *Must be signed*	Select One
Attachment - Applicant Certification Detail, if applicable	Select One
Vendor Responsibility Questionnaire *(Follow Instructions and Attach)*	Select One
Certificate of Incorporation and Filing Receipt	Select One
CHDO Application, if applicable. Available on HOME web page https://hcr.ny.gov/nys-home-program	Select One

APPLICATION WORKBOOK – PROJECT SUMMARY

Homebuyer Development Project Summary			
SHARS ID		***Date Completed/Updated:***	
Total HOME Funding Requested:	**$0.00**	***Completed By:***	

1 **Organization/Developer Information** **Instructions ---------->**

Developer Name:		Unique Entity Identifier (UEI)	
Non-Profit or CHDO:	Select One	Applied for CHDO status?	Select One
Primary Contact:		Federal EIN	
Authorized to execute contract?	Select One	DOS Charities Registration #	
Title:		Fiscal Year End Date	
Email:		Timely Reports to AG?	Select One
Official Mailing Address:			
City:			
State:			
Zip:			
Office Phone:			

APPLICATION WORKBOOK – PROJECT SUMMARY

Project Information

Project Name	
Project Summary	

	Unit #1	Unit #2	Unit #3	Unit #4
Property Address(es)				
Zip Code(s)				
New Construction or Rehab	Select One	Select One	Select One	Select One
Type of Construction	Select One	Select One	Select One	Select One
Number of Bedrooms				
Form of Current Site Control	Select One	Select One	Select One	Select One
County(ies)				
Lot Size(s):				
SBL(s)				
Regional Council(s)				
Latitude & Longitude				
Political District(s)				
New York State Assembly				
New York State Senate				
United States Congressional				

Unit Information

Total Homes (Houses - enter by BR size):	0	1BR:		2BR:		3BR:		4BR:		5BR:	
Unit Size in ft^2 (enter by BR size):		1BR:		2BR:		3BR:		4BR:		5BR:	
Total Residential Square Feet:	0										

APPLICATION WORKBOOK – APPLICATION NARRATIVE

Application Narrative

Refer to NYS Homebuyer Development Project Admin Plan and Homebuyer Underwriting Guidelines when responding to the following questions

1. Project Description

Provide a description of the project including the type of construction and identify addresses of the properties to be developed.
Please note, this description may be included in press materials.

1. a) Describe Site Control.

Site Control is a threshold criteria item. Documentation must be in the form of deed or purchase agreement. Property title must be clear of any deed restrictions or restrictive covenants that limit usage or resale. Provide additional documentation, if necessary. Evidence of clear title will be required for properties held via Quit Claim Deed or Bargain and Sale Deed. Please note - Once an application is submitted, the period of prohibition on choice limiting actions begins. See Underwriting Guidelines for more information. Please also attach a site plan to give context to the proposed project sites.

Site Control Attached	**Select One**
Site Plan Attached	**Select One**

APPLICATION WORKBOOK – APPLICATION NARRATIVE SECTIONS

Project Description	a) Site Control
Market Need	a) Service Area b) Market Assessment c) Sales Plan
Development Team Experience and Capacity	a) Experience and Capacity b) Financial Capacity c) Portfolio Risk d) General Contracting e) HOME Experience f) Qualification Method and Affordability g) Marketing Capacity
Project Readiness	a) Proposed Schedule b) Potential Barriers c) Development of Plans and Specifications d) Eligible Buyer Pipeline e) Environmental Review Readiness
Project Feasibility	a) Sources & Uses b) Work Scope c) Non-HOME Funding

APPLICATION WORKBOOK – PROJECT SCHEDULE

Project Schedule

Refer to NYS Homebuyer Development Project Admin Plan and Homebuyer Underwriting Guidelines when responding to the following questions

Project Readiness

Provide a project schedule and timelines from construction start to completion. Schedule must accomodate flow of funds if proceeds from first unit will be used for the next and demonstrate ability to sell to eligible homebuyer within 12 months of construction completion. Address any potential barriers that may impact the project timeline.

Example Schedule (36 Month Term). This example schedule is an outline, please complete schedule expanding on milestones according to the proposed project. For example, add other milestones specific to the project that may include obtaining building plans and permits, purchase closings, etc.:

- Grant Award Acceptance Process *Note that this can take 1 month to complete
- Month 2-5: Environmental Review *The environmental review process can take up to 6 months to complete depending on site location, activities and site conditions.
- Month 1: HOME Contract Execution (start of contract term)
- Within months 6-27 the following milestones must be addressed:
    - Pre-Construction Meeting/Rehab A&E Initial Inspection Complete
    - Construction Start
    - Completion of Rehab Demolition/Install Foundation Verified
    - Completion of Rough Carpentry/Mechanicals Verified
    - Completion of Punch List Verified
    - Final Rehab/Construction Completion Verified
    - Final Project Completion Verified
    - HTFC Approval of HOME Eligible Buyer
    - Homes must be sold to HOME eligible buyer (must be sold within 12 months of completion).
    - Additional milestones for additional homes, if applicable
- Month 34: Submit Completion Form with Sales Net Proceeds Analysis
- Month 36: Contract Closeout/Contract End

APPLICATION WORKBOOK – SOURCES

Sources of Development Financing					
List each source of funds that will support the Tab 4. Uses budget, the dollar amount requested and/or committed from each source, type, and the term of the assistance.					
Construction Financing					
Source Name	**Amount**	**Assistance Type**	**Financing Term**	**State, Federal or Other**	**Commitment Letters Attached**
NYS HOME - Development Assistance	$-	Forgivable Loan	Period of Affordability up to 15 years	Federal	
Other 1 - *Specify*	$-	*Describe*			Select One
Other 2 - *Specify*	$-	*Describe*			Select One
Other 3 - *Specify*	$-	*Describe*			Select One
Rollover of Net Sales Proceeds for Additional Units (if anticipated)	$-	Forgivable Loan	Period of Affordability up to 15 years	Federal	
Sales Proceeds to Pay Development Costs	$-	Sales Proceeds		N/A	
Equity Advances by Developer	$-	Equity		N/A	Select One
Total	$-				
CHECK Surplus/Gap?	**$** -				

APPLICATION WORKBOOK – USES

	Uses - Development Budget											
	TOTAL USES ALL UNITS (NON-EDITABLE)				Unit #1 0			Unit #2 0				
PREDEVELOPMENT & FEASIBILITY	NYS HOME	Rollover Proceeds	Non-HOME Funds	Total	NYS HOME	Non-HOME Funds	Total	NYS HOME	Rollover Proceeds	Non-HOME Funds	Total
Appraisals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Architectural/Engineering (to include specifications/progress inspections)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Environmental Hazards Testing (Lead Based Paint/Asbestos/Radon)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Environmental Review	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Market Need Assessment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Preliminary Title Search	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Survey	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Predevelopment & Feasibility:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SITE ACQUISITION											
Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Site Acquisition:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CONSTRUCTION/REHABILITATION COSTS											
Construction/Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Demolition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Environmental Hazard Remediation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Municipal/Local Fees/Building Permits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
On-Site Infrastructure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Preparation & Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction Contingency (10% for Rehab or 5% for New Construction) #DIV/0! % hard cost		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -
#DIV/0! Total Construction per sq. ft. Total Const/Rehab:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PROFESSIONAL SERVICES											
Affirmative Marketing/Advertising	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Homebuyer Counseling	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Legal Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Title & Recording Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Professional Fees:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CARRYING COSTS											
Builder's Risk Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lender Financing Fees and Interest	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Property Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Real Estate Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Carrying Costs:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

APPLICATION WORKBOOK – SALES NET PROCEEDS

Estimated Sales Net Proceeds Analysis

Developer: 0
Project Name: 0

HOME Assistance $ -

Sales Proceeds Analysis

	Construction Sources/Uses Flow	Total Project	Unit #1	Unit #2	Unit #3	Unit #4
	Total Development Cost (from Uses Tab)	$ -	$ -	$ -	$ -	$ -
	HOME Rollover Funds	$ -		$ -	$ -	$ -
	Construction Loans - net new funds drawn (after prior sale paydown)	$ -	$ -	$ -	$ -	$ -
	Developer Equity	$ -	$ -	$ -	$ -	$ -
1	Other Funds Available/Drawn	$ -	$ -	$ -	$ -	$ -
	HOME Funds Drawn	$ -	$ -	$ -	$ -	$ -
	HOME Buyer Assistance Analysis					
2	Sales Prices (FMV/HOME Limit)	$ -	$ -	$ -	$ -	$ -
3	Plus: Buyer Closing Costs	$ -	$ -	$ -	$ -	$ -
	Total Funds Needed At Closing	$ -	$ -	$ -	$ -	$ -
4	Buyer Cash/Downpayment	$ -	$ -	$ -	$ -	$ -
5	Buyer Mortgage	$ -	$ -	$ -	$ -	$ -
6	Other (non-HOME) Buyer Assistance	$ -	$ -	$ -	$ -	$ -
	Total Buyer Funds At Closing	$ -	$ -	$ -	$ -	$ -
	Purchase Gap: HOME Buyer Assistance Required	$ -	$ -	$ -	$ -	$ -
	Net Sales Proceeds Analysis					
	Buyer Funds at Closing	$ -	$ -	$ -	$ -	$ -
7	Minus: Buyer Closing Costs/Fees Paid by Seller	$ -	$ -	$ -	$ -	$ -
8	Minus: Seller Closing Costs/Fees	$ -	$ -	$ -	$ -	$ -
9	Minus: Construction/Other Loans Paydown	$ -	$ -	$ -	$ -	$ -
10	Other Project Costs Paid out of Closing	$ -	$ -	$ -	$ -	$ -

APPLICATION WORKBOOK – AFFORDABILITY RANGE ANALYSIS

HOME Homebuyer Affordability Range Analysis

(Known or typical house, unknown buyer)

Property	
Date	
Completed By	

			Notes
1	$180,000	Purchase/Sales Price	
2	$5,000	Closing Costs/Prepaids	
3	$185,000	Total Cash Needed (if unassisted)	
4	96.50%	Allowable LTV	
5	$173,700	Max Mortgage Based on Value	
6	$11,300	Buyer Cash Needed for Downpayment/Closings (if unassisted)	
7	7.000%	Annual Interest Rate	https://www.freddiemac.com/pmms
8	0.850%	Annual Mortgage Insurance Premium Rate	
9	30	Mortgage Term (Years)	
10	$1,279	Principal, Interest, & MIP Payment	
11	$2,250	Taxes (Annual)	
12	$1,800	Insurance (Annual)	
13	$0	Association and/or Ground Lease Fees (Annual)	
14	$338	Total Monthly Escrow Payment (Tax/Insurance/Fees)	
15	$1,616	Total Monthly Payment	
16	33%	Target Housing Ratio	

APPLICATION WORKBOOK – OCR CERTIFICATION

Office of Community Renewal Program Applicant Certification				
☐	Agree	☐	Do Not Agree	I am a member of the Applicant organization, or an authorized representative, have been designated as the signatory authorized to execute a contract if awarded through this application, and have the authority to make these certifications for the proposed program.
☐	Agree	☐	Do Not Agree	The Applicant organization is authorized to carry out the proposed activities, is familiar with, and will comply with all applicable statutes, rules, and regulations established.
☐	Agree	☐	Do Not Agree	The Office of Community Renewal (OCR) is authorized to forward this application to any other State agency which administers a program for which a funding request is indicated in this application.
☐	Agree	☐	Do Not Agree	The information and supporting documentation contained in this application is true, complete, and accurate to the best of all knowledge. Falsification of information now or in the future will result in the disqualification of application, denial of funding, rescinding of subsequent award and contract, and/or required repayment of funds disbursed for any OCR Program.
☐	Agree	☐	Do Not Agree	The Applicant organization is obligated to notify OCR, in writing, within five (5) business days of any subsequent events or information which would change any statements or representations submitted with this application or would impact the Applicant organization's ability to carry out this award. This includes notification of any change of staff related to the program award and administration.
☐	Agree	☐	Do Not Agree	No member of the Board of Directors or staff of the Applicant organization will directly or indirectly benefit financially from administration of the program. Any matter regarding any potential conflict of interest or appearance of impropriety arising in connection with this program must be disclosed at the time of application or when the conflict is identified.
☐	Agree	☐	Do Not Agree	The Applicant organization will disclose in this application if it or any of its affiliates has filed for bankruptcy in the last seven (7) years. OCR reserves the right to deny the Applicant organization's request for funding based on concerns for the Applicant organization's overall fiscal health and / or capacity.

APPLICATION WORKBOOK – VRQ

Vendor Responsibility Questionnaire (VRQ)

Applicants are required to complete and submit a Not-for-Profit "Construction" VRQ.
Further instructions and VRQ forms are available on the Office of the New York State Comptroller's website:

Forms and Instructions: https://www.osc.ny.gov/state-vendors/vendrep/not-profit-construction-questionnaire

All submissions must be fully complete, contain all sections of the form, be clear and legible, certified, signed and dated within the calendar year of the application, and include any attachments referenced in the VRQ.
Completed Questionnaires must be submitted via email as a PDF attachment to this application.

Q&A

For any additional questions, please email HOMEprogram@hcr.ny.gov

Thank you!

NEW
YORK
STATE
Homes and
Community Renewal