NYS HOME PROGRAM
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 funds allocated to New York State by the U.S. Department of Housing and Urban Development (HUD).

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

This Request for Applications (RFA) details the requirements to apply for NYS HOME Program 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, NYS HOME Program | Homes and Community Renewal including but not limited to the following:

- Link to the Community Development Online Application System (CDOL)
- 2026 HOME Application Instructions
- Grant Verification Form
- HOME Local Program Schedule
- HOME Budget Workbook
- Application Certification Form

2. AVAILABLE FUNDING

The HTFC will make available $20 million in Federal Fiscal Year (FFY) 2026 and prior year NYS HOME Program funds through this RFA.

This amount is an approximation for expected awards and the HTFC reserves the right to make awards subject to considerations listed in Section 13 below.

Funds are expressly conditioned upon the Housing Trust Fund Corporation's receipt of HOME Funds from HUD.

3. ELIGIBLE APPLICANTS

Eligible applicants are

- Units of general local government including Counties, Cities, Towns and Villages, or other general purpose political subdivision of NYS
- Any agency or instrumentality of government, such as Urban Renewal Agencies or Community Development Agencies, established pursuant to legislation and designated by the chief executive to act on behalf of the jurisdiction
- HOME consortium as recognized by HUD in accordance with § 92.101
- Not-for-profit organizations incorporated under State Not-for-Profit Corporation Law
- Public Housing Authorities

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 and in good standing with all required registrations and other funding sources.

New York State distributes HOME Program funds throughout the state with the majority

of funds being awarded to areas that don't receive HOME Investment Partnership formula grants directly from HUD. While all areas of New York State are eligible, programs located within another HOME Participating Jurisdiction (PJ) that offer funds for the same proposed activity, should provide evidence of funding commitments from the alternate local HOME PJ leveraging additional funds for the application and reducing funds needed from the NYS HOME Program.

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

4. APPLICATION SUBMISSION DEADLINES

Application Open Date: Monday July 13, 2026

Application Due Date: Thursday September 17, 2026

Applications must be submitted using the Community Development Online Application System (CDOL) at: Community Development Online | Homes and Community Renewal and certified by the applicant **no later than 4:00 PM, EST, on September 17, 2026.** The application involves submitting the required data fields and uploading the necessary attachments as detailed in the 2026 CDOL and HOME Application Instructions found here: NYS HOME Program | Homes and Community Renewal.

Applicants may request to submit a paper application in lieu of using the CDOL system based on demonstrated need. Requests may be emailed to Homeprogram@hcr.ny.gov.

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all competing applicants, applications or materials received after the specified date and time will be deemed ineligible and will not be considered for funding. Applicants should make early submission to avoid risks of ineligibility resulting from unanticipated delays or other delivery related problems.

5. ELIGIBLE ACTIVITIES & FUNDING LIMITS

Each activity must be applied for separately and, if awarded, will be contracted separately. While any number of applications may be submitted, applicants will generally be limited to a maximum of two (2) potential awards, assuming demonstrated capacity to successfully administer two awards.

All activities must comply with all HOME regulations and other requirements set forth in the Administrative Plans located on the NYS HOME website NYS HOME Program | Homes and Community Renewal.

Applications will be accepted for the following activities:

A. Housing Rehabilitation

All households assisted must be under 80% of area median income.

Funds may be requested for the moderate repair/rehabilitation of owner-occupied standard single-family dwellings and/or manufactured homes. Manufactured homes must be produced after July 1, 2006 to qualify.

All HOME assisted units must meet NYS and/or Local Code upon completion of construction activities.

Applicants that wish to assist rental units as a part of their program must receive OCR approval prior to submitting an application by contacting Homeprogram@hcr.ny.gov. The request must demonstrate applicant's superior knowledge of HOME rental requirements. Otherwise, rental units must be cost allocated out of the project and cannot receive funding.

Maximum Award up to $750,000
Maximum Per-unit for standard "stick built" homes up to $65,000
Maximum Per-unit for manufactured homes up to $30,000

B. Manufactured Housing Replacement

All households assisted must be under 80% of area median income.

Funds may be requested to demolish and dispose of a sub-standard, owner-occupied manufactured or mobile home and replace it with a new manufactured home. Replacement with a stick-built home is not allowed.

Units must be installed on the same lot and can replace a unit that was demolished within the past 12 months.

Assistance may be provided to replace manufactured homes in parks (where land is rented by the homeowner), parks cooperatives, or for homes sited on land owned by the homeowner.

Applicants may propose to provide assistance to specific manufactured home parks.

The purchase of new units for currently vacant sites do not qualify under this activity and should apply under the HOME Homebuyer Development Program. For more information email Homeprogram@hcr.ny.gov.

Maximum Award up to $1,700,000
Maximum Per-unit up to $170,000

C. Homeownership Assistance

All households assisted must be under 80% of area median income.

Funds may be requested to assist homebuyers with down payment and/or closing costs to purchase a single family existing or newly constructed home, condominium, co-op or manufactured home sited on privately owned land to be owned by the homebuyer.

Funds may also be requested as part of this same application to assist with housing rehabilitation for the home to be purchased in addition to down payment and/or closing costs assistance.

The home must meet NYS and/or local Code prior to closing unless the unit will be rehabbed, then the unit must meet NYS and/or Local Code upon completion of construction activities.

Applicants that wish to assist purchasing homes that include rental units must receive OCR approval prior to submitting an application by contacting Homeprogram@hcr.ny.gov. The request and must demonstrate applicant's superior knowledge of HOME rental requirements. Otherwise, rental units must be cost allocated out of the project and cannot receive funding.

Without Rehab Maximum Award up to $800,000
Maximum Per-unit up to $80,000

With Rehab Maximum Award up to $800,000
Maximum Per-unit up to $100,000

D. Tenant Based Rental Assistance (TBRA)

Funds may be requested to assist households at or below 60% of area median income with:

- Rental assistance including utility costs
- Security deposits of up to one month's rent, provided as stand-alone assistance or in conjunction with a TBRA rental assistance
- Utility deposits (only in conjunction with rent or security deposits)

Renters living in single family units, condominiums, co-ops or manufactured homes are eligible.

Applications for one-time support to cover tenant security deposits and first/one month of rental assistance are encouraged. Applicants that can administer regional TBRA programs to promote greater geographic coverage are preferred. Partnerships with legal services, Section 8, and other related organizations exhibiting formal referral arrangements and support should be demonstrated.

Maximum Award up to $1,250,000
Maximum Per-household/tenant up to $60,000

6. ADMINISTRATIVE FUNDS AND PROJECT DELIVERY

Applicants may apply for up to 5% of the total award for general administrative costs of managing the program and up to 13% of the total award for project delivery costs related to specific units.

7. CONTRACT TERM

If awarded, the contract term is 30 months (2.5 years).

Applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified project completion period of thirty (30) months. Applicants should not proceed with a project that cannot be completed within the specified timeframe or with the assumption that an extension of the project deadline will be considered. Requests for contract extensions will generally not be approved. All awarded projects will be monitored monthly for progress and OCR reserves the right to rescind the award partially or in full if satisfactory progress cannot be demonstrated. A schedule for generally expected program progress is posted on the HOME Program website at NYS HOME Program | Homes and Community Renewal

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. HTFC may, at its sole discretion, also provide multi-year contracts or renewals based on the Corporation's available HOME funds. Additional funds are subject to HTFC board approval.

8. 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.

9. PROGRAM REQUIREMENTS

Federal regulations set forth at 24 CFR Part 92 govern the NYS HOME Program eCFR:24 CFR Part 92 -- Home Investment Partnerships Program. The following is a list, though not exhaustive, of specific notable HOME regulations and other program requirements that apply to the NYS HOME Program. Awardees should anticipate that certain regulatory requirements and administrative guidance will change or be clarified during the contract term. Applicants are expected to understand and comply with all governing regulations if awarded and will be monitored to ensure compliance. These and other activity specific requirements are further detailed in the HOME Administrative Plans found here: NYS HOME Program | Homes and Community Renewal.

A. Income Limits

All households assisted must be under 60% of the area median income for the service area for TBRA and 80% of area median income for all other activities as defined by HUD HOME income limits here HOME Income Limits - HUD Exchange.

B. Homeownership Value Limits (maximum purchase price or after rehab value)

The purchase price or estimated value after rehab cannot exceed the HUD limits for the local jurisdiction at the time of commitment published here HOME Homeownership Value Limits - HUD Exchange.

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).

For HOME awards to a not-for-profit, HTFC is the Responsible Entity and will assist awardees with the environmental review process. NEPA is generally applied in two stages. First, an overall programmatic environmental review (Tier 1 Review) is completed to ensure that general program activities will not harm the environment. Second, a site-specific environmental review (Tier 2 Review) must be completed for each site/project selected for HOME assistance. This second review is to ensure that a specific activity to be undertaken at an explicit site will not harm the environment.

Units of local government act as their own Responsible Entity for the environmental review process, however HTFC must ultimately request use of funds from HUD.

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

The date of formal consideration for federal HOME funds will be the date of application submission. This also starts the Choice Limiting Action Prohibition Period. *No funds may be committed, or cost incurred related to the project regardless of funding source once this period starts with the exception of some administrative and pre-development activities. HUD's environmental review rules prohibit all participants in a project from taking certain actions including but not limited to: real property acquisition; demolition; disposition; rehabilitation; repair; new construction; site preparation or clearance; ground disturbance; and including entering into any binding legal contract to commit these activities that is not conditioned on successful*

completion of the environmental review process. HUD's prohibition on taking choice-limiting actions ranges from the date of application and remains in effect until the project has received its environmental clearance.

D. Lead Based Paint Regulations

HOME program activities must comply with the lead-based paint requirements implemented at 24 CFR Part 35 Lead-Based Paint - HUD Exchange and Lead-Based Paint Regulations - HUD Exchange. 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. The Lead Based Paint Calculation Worksheet must be completed to document compliance.

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.

E. Davis Bacon Related Acts

It is not expected that the activities offered in this RFA will trigger Davis Bacon compliance, however programs that undertake construction or rehabilitation activities of 12 or more HOME assisted units within the same construction contract must comply with the Federal Labor Standards requirements (Davis Bacon Related Acts) as outlined in 40 USC 276 Davis-Bacon and Labor Standards - HUD Exchange This regulation requires that workers receive no less than the prevailing wages being paid for similar work in their locality.

F. Section 3 Compliance

Housing construction and rehabilitation projects that receive more than $300,000 *per unit* in federal funding to include HOME funds, Community Development Block Grant (CDBG), federal Housing Trust Fund or other funding from the U.S. Department of Housing and Urban Development (HUD) must comply with Section 3 of the Housing and Urban Development Act of 1968 ("Section 3").

Section 3 requires that economic opportunities generated by HUD funds be prioritized for low-income individuals and the businesses that hire or are owned by them, particularly in the neighborhood surrounding the project. All entities involved in the Section 3 Project (the Recipient of the HUD funds, the General Contractor, other contractors, and subcontractors) must, to the greatest extent feasible, engage in efforts to achieve Section 3 goals and objectives.

Typical HOME projects are not likely to surpass the $300,000 threshold, however if projects do exceed the threshold, the project must comply with Section 3 and will be required to report compliance mid-year and end-year as well as at project close-out.

More information and guidance on Section 3 compliance can be found in

NYSHCR's Section 3 Policy Manual here Section 3 Compliance | Homes and Community Renewal (ny.gov).

G. Property Standards and HTFC Housing Rehabilitation Standards

With the exception of TBRA which must meet HUD Property Standards, all other HOME projects must meet all applicable New York State and/or Local Code and NYS HOME Program Rehabilitation Standards for One to Four Unit Structures to ensure that housing is decent, safe, and sanitary as described in HOME regulations at 24 CFR 5.703. All projects must provide certification at project completion.

H. Reasonable Accommodations and Modifications

HOME programs must be in compliance with the Fair Housing Act, Section 504, as applicable. Accommodations and modifications to address accessibility needs can and should be paid with HOME funds.

I. Equal Employment and Minority and Women Owned Business Participation

The HOME Program regulation at 24 CFR 92.351 (b) and 2 CFR 200.321 requires all HOME funded programs 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, 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.

J. Non-Discrimination and Affirmatively Furthering Fair Housing

No person in the United States shall, on the grounds of race, color, familial status, religion, sex, disabilities, national origin, marital status, age, gender identity or expression of sexual orientation 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.

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:

a. *Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)*
b. *The Fair Housing Act (42 U.S.C. 3601-3620)*
c. *Equal Opportunity in Housing (Executive Order 11063, as amended by*

Executive Order 12259)

d. *Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107)*
e. *New York State Human Rights Law (N.Y. Exec. Law 290 et seq.)*
f. *New York State Criminal Conviction & Credit Individualized Assessment Policy*

Programs are required to develop an Affirmative Marketing Plan that relies on local knowledge and decision making in order to determine the best strategies for compliance. This Plan will be reviewed for compliance during contract monitoring.

More information is located here Fair and Equitable Housing Office | Homes and Community Renewal (ny.gov)

K. Uniform Relocation Assistance

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 Residential Anti-Displacement & Relocation Assistance Plan establishes the policy to minimize displacement as a result of an investment by the federal HOME, CDBG, and/or federal HTF programs. NYS HOME programs must provide reasonable benefits and relocation assistance to any person involuntarily and permanently displaced as a result of the use of NYS HOME Program funds.

Any purchase of property, including the use of down payment assistance, meeting the requirements of the URA must be documented, including provision of notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain.

Generally, the activities offered in this RFA are considered voluntary and may allow for temporary optional relocation assistance which can be paid for with HOME funds. Details of this assistance are covered in the Administrative Plans.

L. Monitoring

Monitoring will take place throughout the term of award to ensure continued compliance with all applicable rules and regulations. State Recipients are required to provide oversight and monitoring of all subrecipients and consultants involved in the administration of the HOME-funded project. Recipients must show evidence of having monitored subrecipients and/or consultants.

M. Procurement

If HOME funds are used to pay for a program wide service in whole or in part, federal procurement procedures and standards at 2 CFR 200.317 - .327 apply. Written agreements must be executed between the parties detailing all responsibilities, terms, and fees.

For activities involving rehabilitation that require a home repair contractor, the homeowner is considered the entity making the selection for the purposes of procurement of contractor rehabilitation services and is therefore not subject to federal procurement regulations.

N. Unique Entity ID (UEI) and the Federal Funding Accountability and Transparency Act (FFATA)

Applicants are required to provide their UEI as part of the application process. The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov that has replaced the DUNS numbers for use in federal contract reporting. Further instructions are detailed in the HOME Application Instructions.

10. WEATHERIZATION ASSISTANCE

The NYS HOME program partners with the NYS HCR Weatherization Assistance Program (WAP) to provide weatherization assistance for housing rehabilitated with HOME funds.
To the extent resources are available, WAP funds and construction services to perform weatherization activities will be made available to rehabilitated units through the HCR WAP provider located in the service area.

Weatherization measures should be incorporated into the HOME scope of work. The WAP will provide the required Energy Audit for all units assisted with WAP funds.
Priority should be given to senior citizens, households with children, and persons with disabilities. If a household contains a member who receives Supplemental Security Income (SSI), Public Assistance, Food Stamps, or Home Energy Assistance Program (HEAP) benefits, the household is automatically eligible for WAP. Tips for partnering are here.

11. GREEN SMALL BUILDINGS PROGRAM

Local units of governments and not-for-profit organizations with existing HTFC and Affordable Housing Corporation contracts, who are active program administrators of programs such as CDBG, HOME, Downtown Revitalization Initiative, THIP, VRP, ADU, Resilient Retrofit, and others, may apply for funds under the Green Small Buildings Program (GSBP) to support installation of heat pumps for space heating and domestic hot water. Applications to the Green Small Buildings program are accepted on an open-round basis with rolling awards through December 31, 2026. For information on the program refer to the GSBP website: https://hcr.ny.gov/green-small-buildings-program

12. ADMINISTRATIVE PLANS

NYS HOME Program Administrative Plan describes the policies and procedures that HOME Programs must follow and can be found here: NYS HOME Program | Homes and Community Renewal. **These plans should be reviewed prior to application to ensure the Applicant has the ability to comply with all state and federal regulations, deliver HOME eligible units upon completion, and expend funds within a 30 month contract term.**

Policies and procedures contained in the Plan must be followed and will be enforceable along with all aspects of an awarded contract and Federal HOME Investment Partnership Program regulations at 24 CFR Part 92.

13. TECHNICAL ASSISTANCE

The RFA and CDOL Application Instructions provide detailed guidance for completing the application as well as troubleshooting issues with the CDOL system.

Applicants may request technical assistance before or during the application process by submitting questions via email to Homeprogram@hcr.ny.gov. Technical assistance cannot be provided after the application deadline and questions regarding scoring or application status cannot be answered. At the completion of the funding round, applicants not selected for award may request an application review conference to examine general reasons why applications were not funded and tips for improvement.

14. THRESHOLD ELIGIBILITY REVIEW

Applications must pass an initial threshold review based on the criteria summarized below to advance to full application scoring. Applications that fail to meet all of the threshold criteria will not be reviewed further and will be deemed ineligible:

- Program must assist only residential properties that will be owner occupied at project completion.
- Applicant must demonstrate at least one year experience providing recent and relevant residential housing services in the proposed service area.
- For not-for-profit applicants only: The Vendor Responsibility Questionnaire must indicate a not-for-profit applicant in good standing with no concerns that would prohibit funding the application.
- All CDOL certifications must be satisfactorily answered, or an approved explanation provided.
- Applicants that are 1) not up to date with charities bureau registration or other required filings, 2) on a funds suspended or debarment list or 3) in default or non-compliant with existing state contracts are not eligible to apply.

15. APPLICATION REVIEW CRITERIA

Scoring criteria is derived from statutory, regulatory, and policy considerations of the HOME Program and based on a primary 100-point scale with penalty and/or bonus points summarized below.

Application ratings are based only on the application materials received by the submission deadlines. Documents received after the deadline will not be considered.

All applications will be reviewed based on the following categories:

A. Proposal and Program Design (45 Points)

- Percent of population at various low-income levels in program service area (3 points)
- Selection, relation, and work within proposed service area (5 points)
- Program service area covers municipality(ies) certified as Pro-Housing Community or has submitted a letter of intent initiating. (3 points)
- Demonstration of need for activity in service area (5 points)
- Comprehension of activity specific HOME regulatory requirements (10 points)
- Potential applicant pipeline and units proposed (9 points)
- Knowledge of general, program-wide HOME regulatory requirements (10 points)

B. Organizational Capacity (45 points)

- Staff roles, knowledge, and experience with proposed HOME program (18 points)
- Recent, relevant, successful experience with HOME or similar programs (12 points)
- Successful administrative experience or positioning (15 points)

C. Budget/Financing Plan (10 points)

- Sources and uses
- Understanding of realistic HOME costs, requirements, and procedures

D. Score Reduction (up to 20 points)

Applicants may be negatively impacted when prior performance indicates significant lack of capacity to carry out the proposed program as required according to the applicable laws, regulations, policies, and procedures governing the program. Applicants with open contracts that indicate a risk of not completing on time through lower than average commitments or expenditures in relation to similar contracts or applicants in poor standing with other HCR programs or contracts may receive a reduced score. This criterion is flexible

with consideration for extenuating circumstances or mitigating factors.

Program Experience Consideration	Penalty Points
Percent Committed	Up to -5 points for each item per contract *Penalties are limited to a maximum of 20 points. If the total exceeds 20 points, the maximum of 20 penalty points be applied*.
Percent Disbursed	
Percent Deobligated	
Standing w/Other Programs	

E. Bonus Points (up to 11 points)

Additional points may be awarded to applicants that:

1. Propose to serve a rural area as classified by the US Census Bureau (5 points)
2. That has little to no NYS HOME funds currently available within the proposed service area (5 points)

Available NYS HOME Funds	Bonus Points
$0-$200,000	5 Points
$201,000-$400,000	4 Points
$401,000-$600,000	3 Points
$601,000-$800,000	2 Points
$801,000-$999,000	1 Point
$1,000,000-$2,000,000	0 Points

3. Preference may be given to Manufactured Home Replacement applicants pursuing State Mobile and Manufactured Home Replacement funds to cover increased project costs and ensure a greater number of program participants. Applications for funding will be reviewed to determine applicability. (1 point)

16. FUNDING CONSIDERATIONS AND ALLOCATION PRIORITIES

- 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.
- 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 determine if additional funds are warranted and should not apply if the proposed program activities cannot be completed and funds cannot be expended within the 30-month contract term.

HOME regulations require that fifteen percent (15%) of each annual allocation received by the State of New York is reserved for Community Housing Development Organizations (CHDOs).

Applications must receive a total score of 65 or greater to be considered for funding. However, other factors may apply, and HTFC reserves the right to adjust this metric based on the applications received.

17. HTFC BOARD APPROVAL AND AWARD

Awards must be approved by the HTFC Board of Directors. An e-mail will be sent to *the contact listed in the CDOL application* to inform the applicant of the status of its application.

18. CONTRACT REQUIREMENTS AND EXECUTION

HOME applicants selected for funding may be asked to revise parts of the original application or administrative plan prior to or in conjunction with the issuance of a contract. Contract expenditures cannot be made, nor activities started 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
- Fidelity/crime coverage in an amount not less than the largest anticipated disbursement request for program funds naming the HTFC as loss payee
- Automobile insurance as applicable
- Workers' compensation and disability benefits

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

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

HTFC reserves the right to waive any requirement contained in this RFA or revise the terms of this RFA as needed.