

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development
Committee Meeting Agenda
2 September 2015

Committee Members: Taylor, Monroe Wood, Beaty, Strough

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III: *Committee Actions Requested:*

1. Resolution request Authorizing submission of a grant application to the Housing Trust Fund Corporation (HTFC) Office of Community Renewal (OCR) for a housing assistance program.
2. Resolution request to extend the MWBE policy established by Resolution 635 of 2014 for compliance with contract requirement pertaining to contract number C1000460 from the NYS Department of State to contract C1000561.

IV. *Referral/Pending Items:*

- None identified

V. *Information for Discussion/Review:*

- None identified

VI. *Privilege of the floor to discuss any additional items to come before the Committee*

VII. *Motion to adjourn*

Attachments:

- Resolution request form authorizing submission of HOME application
- HOME program NOFA
- Resolution request form to extend MWBE policy

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning and Community Development

DATE: 2 September 2015

- (a) Purpose of Grant:
Housing assistance
- (b) Name of Grantor:
HOUSING TRUST FUND CORPORATION
- (c) Address of Contractor:
NYS Homes and Community Renewal Office of Community Renewal Hampton Plaza 4th Floor
- (d) Grantor's Contact Person and Telephone Number:
CHRISTIAN LEO, VICE PRESIDENT, (518) 474-2057
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? No
- (f) Effective Date of Grant: To be determined by grantor agency
- (g) Termination Date of Grant: To be determined by grantor agency
- (h) Total Dollar Amount Involved (not to exceed): \$400,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
16 October 2015
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

NOTICE OF FUNDING AVAILABILITY
FEDERAL FUNDS
HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL
THE HAMPTON PLAZA
38-40 STATE STREET, 4th FLOOR SOUTH
ALBANY, NY 12207

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL
HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL
NOTICE OF FUNDING AVAILABILITY (NOFA)**

The Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR) announces the availability of approximately \$16.5 million of Federal Fiscal Year 2014 and 2015 funds for the following program:

New York State HOME Local Program

PROGRAM DESCRIPTION:

The NYS Home Local Program is a federally funded program administered by the HTFC OCR. The program is designed to fund a variety of residential housing activities to expand the supply of decent, safe, and affordable housing throughout the State of New York. The funds made available in this NOFA represent the NYS HOME Local Program 2014 and 2015 fiscal year HOME funds set aside for use by Local Program Administrators (LPA's).

ELIGIBLE APPLICANTS:

Eligible LPA's are defined as: units of local government to include counties, cities, towns and villages that are not federal HOME Program Participating Jurisdictions (contracted with the HTFC as State recipients), non-profit corporations incorporated under State Non-Profit Corporation Law and Public Housing Authorities (contracted with the HTFC as Sub-recipients), and Community Housing Development Organizations (CHDO), (contracted with the HTFC as CHDO's).

To be eligible to apply for an award, LPA's must have been in existence and providing recent and relevant residential housing services to the community for at least one year prior to application. Applicants must be able to demonstrate a **local market need** for the program proposed and the **capacity to utilize the amount of funding requested within the two year contract term.**

ELIGIBLE ACTIVITIES

Applications will be accepted for residential housing activities in the following categories: **Homeowner Rehab, Homebuyer, Homeowner/Homebuyer Rental Rehab and Tenant based Rental Assistance (TBRA):**

Homeowner Rehab Activities

Owner Occupied Housing Rehabilitation: (Homeowner Rehab) funds may be requested to provide housing rehabilitation of single family (1-4) unit, owner occupied homes. Housing rehabilitation must be performed according to HTFC housing rehabilitation standards and the unit

must meet NYS and/or Local Code upon completion. LPAs may not undertake some stand-alone forms of special purpose homeowner repair programs, such as weatherization, energy efficiency, emergency repair or handicapped accessibility programs, however, these types of activities may be undertaken with HOME funds as part of a comprehensive housing rehabilitation project, provided the unit will meet NYS and/or Local Code upon completion.

Manufactured Home Replacement: (Manufactured Home Replacement/Homeowner Rehab) funds may be requested to provide an existing homeowner of a sub-standard manufactured (mobile) home to be replaced with a new manufactured home. Replaced units must meet NYS and/or Local Code upon completion and be installed according to the Manufactured Home Construction and Safety Standards at 24 CFR Part 3280, HOME Permanent Foundation Requirements at 92.251(e) and HTFC design standards upon completion. Rehabilitation of a manufactured home unit is not an eligible activity. Due to the federal HOME regulation requiring a permanent foundation and the increased cost, HCR/HTFC is interested in applications that propose “manufactured to modular” replacement, as cost may be similar to deliver a more sustainable housing option.

Homebuyer Activities:

Acquisition: (Non-CHDO Homebuyer Acquisition of Existing) funds may be requested to assist a homebuyer to provide down payment and/or closing cost assistance to purchase a single family (1-4) unit, non-HOME assisted existing home or newly constructed home. The home must meet NYS and/or Local Code at purchase.

Acquisition with Housing Rehabilitation: (Non-CHDO Homebuyer Acquisition of Existing) funds may be requested to assist a homebuyer to provide down payment and/or closing cost assistance and funds for housing rehabilitation to purchase a single family (1-4) unit, non-HOME assisted existing home. Housing rehabilitation work must be performed according to HTFC’s housing rehabilitation standards and the unit must meet NYS and/or Local Code upon completion. Housing rehabilitation activities must be complete within 6 months from the date of purchase.

Manufactured Home Purchase: (Manufactured Home Purchase/Homebuyer) funds may be requested to provide a homebuyer making less than 50% of Area Median Income (AMI) the opportunity to purchase a new manufactured home. The homebuyer must have ownership of the land prior to purchase or will become the owner of the land at purchase. Manufactured units must meet NYS and/or Local Code upon completion and be installed according to the Manufactured Home Construction and Safety Standards at 24 CFR Part 3280, HOME Permanent Foundation Requirements at 92.251(e) and HTFC design standards upon completion.

Housing Development: (CHDO Development/Homebuyer Acquisition of Existing) and (CHDO Development/Homebuyer New Construction) Funds may be requested to assist a CHDO to acquire an existing vacant, substandard home that will be rehabilitated and then sold to a HOME eligible buyer or to build a new construction home that will be sold to a HOME eligible buyer. Homes must meet NYS and/or Local Code upon completion. Funds are treated as a development subsidy. CHDO’s must be the owner and developer of the housing during the construction period, must arrange for all project financing and be in sole charge of the construction. The project must

include sources of construction financing other than NYS HOME Local Program funds. CHDO projects have additional program and project underwriting requirements. CHDO applicants are required to submit a "CHDO Feasibility Review." NYS HOME Local program funds may be used only as permanent financing. Applicants must be certified as a CHDO prior to the award of funds. As required by the 2013 HOME Final Rule, non-project specific CHDO reservation of funds is no longer available. Approval for funding is on a project specific basis. The HTFC is required to underwrite CHDO projects by assessing the capacity and fiscal soundness of the CHDO developer; by ensuring that market conditions indicate an adequate need for the HOME project; that firm financial commitments for other project funding are in place and must certify that the CHDO has staff with demonstrated development experience and capacity to complete the project. Staff does not include volunteers, board members or consultants.

Homeowner and Homebuyer Rental Rehab

Single Family (2-4) Unit Rental Rehabilitation: (Rental Rehab/Homeowner (2-4 units) and (Rental Rehab/Homebuyer (2-4 units) funds may be requested to provide housing rehabilitation of the homeowner unit and HOME eligible rental units in a single family property. Funds may be requested to assist a home eligible buyer to purchase and rehabilitate an existing single family property in which the homebuyer will occupy one unit as principal resident and then agrees to rent out the other units as HOME eligible rental units. HCR/HTFC prefers a "whole house" approach to housing rehabilitation with rental units and prefers the homeowner/homebuyer unit and all HOME eligible rental units to be rehabilitated. If all units are HOME eligible, then the units and common areas must be rehabilitated to meet NYS and/or Local Code upon completion. For a homebuyer property, the HTFC prefers assisted households to receive some form of landlord and HOME Program rental requirements training, prior to renting HOME eligible units.

Tenant-Based Rental Assistance (TBRA)

Funds may be requested to provide monthly tenant-based rental assistance (TBRA) to assist families at or below 60% of area median income, who are on the Section 8 Housing Choice Voucher waiting list for monthly rental subsidy. Security deposits and tenant utility deposits may also be eligible. TBRA programs must include a certification that TBRA assistance meets a need described in the Consolidated Plan in the service area and a description of the local market conditions that justifies the need for TBRA and the method of selection and coordination with the local Public Housing Authority.

FUNDING LIMITS

Non-CHDO Activities: the minimum award amount is \$150,000. The maximum award amount is \$400,000. The cap is \$40,000 per unit.

CHDO Activities: The minimum award amount is \$300,000. The maximum award amount is \$750,000. The cap is \$60,000 per unit.

Applicants may submit more than one application in response to this NOFA; however, the combination of the total amounts requested may not exceed the maximum allowable Non-CHDO and CHDO

individual award amounts of \$400,000 and \$750,000. Applicants may only apply for one eligible activity per application.

APPLICATION FOR FUNDING

The NYS Home Local Program application for funds available through this NOFA and corresponding RFP will be available on the NYS Homes and Community Renewal website, www.nyshcr.org/Funding/, on Friday, August 21, 2015. Applications are due no later than 4:00 PM (EST) on Friday, October 16, 2015. Applications must be submitted using the Community Development Online Application System (CDOL) at: <http://www.nyshcr.org/Apps/CDOnline/>.

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

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the CDOL application system. Requests for approval to submit a paper application must be received by the OCR no later than Friday, September 4, 2015 at the following address: NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 4th Floor South, 38-40 State Street, Albany, NY 12207, ATTN: FFY 2014-15 NYS HOME Local Program.

NEW YORK STATE GRANTS GATEWAY PREQUALIFICATION

New York State Grants Gateway is a statewide effort that will improve the way New York State administers grants by simplifying and streamlining the grants management process. Effective August 1, 2013, not-for-profit organizations must be prequalified in order to do business with New York State. To prequalify, not-for-profit organizations must submit an online Prequalification Application through the Grants Gateway. The Prequalification Application is comprised of five components to gauge your organizational structure and the types of services you provide. The required forms and document uploads are all part of the Grants Gateway Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section of the Grants Gateway page at <http://grantsreform.ny.gov/>.

Prequalification is designed as a way for not-for-profits to interact more directly with State agencies before they compete for State contracts, enabling them to make adjustments and answer concerns prior to entering a competitive bid process. Once they have been prequalified, multiple State agencies will have ready access to the prequalification materials, eliminating redundant submissions of such information by the vendor. Not-for-profits will only have to formally prequalify every 3 years, with the responsibility to keep their information current throughout the 3 year period.

PLEASE NOTE: Not-for-Profit applicants that are **not** prequalified through the New York State Grants Gateway by the **application deadline of Friday, October 16, 2015 will not be eligible to receive funds**, and any applications submitted to the OCR will be deemed ineligible for review and consideration.

CONTACT INFORMATION

For inquiries or technical assistance regarding the NYS HOME Local Program, please contact:

NYS Homes and Community Renewal
Office of Community Renewal
Hampton Plaza 4th Floor South
38-40 State Street, Albany, NY 12207
Telephone: (518) 474-2057

THIS NOTICE WAS PREPARED AND SUBMITTED BY:
CHRISTIAN LEO, VICE PRESIDENT
HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL
THE HAMPTON PLAZA 4th FLOOR SOUTH
38-40 STATE STREET, ALBANY, NY 12207
OCRINFO@NYSHCR.ORG
[HTTP://WWW.NYSHCR.ORG](http://WWW.NYSHCR.ORG)

WEDNESDAY, August 19, 2015

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning and Community Development

DATE: 2 September 2015

- (a) Purpose of Request: Authorize MWBE and EEO Plan

- (b) Details: NYS DOS requires a MWBE EEO Utilization Plan per contract C1000561

- (c) Previous Resolution Number: 635 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

The County authorized a a MWBE EEO plan per the requirements of contract 1000460 with the NYS Department of State for administration of a Local Waterfront Revitalization Program grant award. The County was awarded additional funding in 2014 as part of contract number C1000561. The existing plan only pertains to C1000460. The Department is requesting an amendment to the Plan to extend the policy to C1000561.