

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development  
Committee Meeting Agenda  
September 2018

*Committee Members:* MCDEVITT, Beaty, Leggett, Braymer Strough, Hogan, Magowan, Simpson, Wild

I. *Committee meeting called to order by Chairman*

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

III. *Committee Actions Requested:*

- Resolution request to create the position of GIS Coordinator, Full Time to replace GIS Coordinator, Part time.
- Resolution request to transfer funds (2)

IV. *Referral/Pending Items:*

V. *Information for Discussion/Review:*

- 2019 Budget request
- Recreation mapper debut <https://bit.ly/2Nyec0B>
- CDBG NOFA

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

VII. *Motion to adjourn*

*Attachments:*

- Resolution request form #20
- Resolution request form #10
- 2019 Budget package

## **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: Warren County Planning and Community Development**

**DATE: 28 September 2018**

- (a) Purpose of Request:  
**Increase GIS Coordinator position from part-time (32 hrs/week) to full-time, effective 10/29/2018.**
  
- (b) Details:  
**The eight additional hours of staff time will include:**
  - 1) assistance to the County Planner with project management and departmental issues**
  - 2) full staff coverage for e-911 addressing responsibilities, due to the recent retirement and subsequent part-time employment of the e-911 coordinator.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Funds will be transferred from 8021 to 8022 (see corresponding transfer request).**

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

\* as listed in budget and LOGOS

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development  
Name of Department

SIGNED: *Wayne E. Hignite* DATE: 28 September 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries - Full time	A8022.110	Salaries - Full time	\$13,093
A8021.830	Salaries - Social Security	A8022.830	Social Security	\$812
A8021.831	Salaries - Mediare	A8022 831	Mediare	\$189
A8021.810	Salaries - Retirement	A8022 810	Retirement	\$2068

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

Establish funds for full time GIS Coordinator position at annual rate of \$74,000.

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

**RESOLUTION REQUEST FORM NO. 10**  
**Request for Transfer of Funds**

TO:

AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM:

Planning and Community Development

SIGNED:

*Wayne E. Smith*

DATE: *24 Sept 2018*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries- Full Time	A.9950 910	Transfer Capital Project	\$393.00
A8021.830	FICA	A.9950 910	Transfer Capital Project	\$24.00
A8021.831	Medicare	A.9950 910	Transfer Capital Project	\$6.00
A8021.865	Dental	A.9950 910	Transfer Capital Project	\$1.00
A8021.862	Health	A.9950 910	Transfer Capital Project	\$62.00
A8021.810	Retirement	A.9950 910	Transfer Capital Project	\$84.00

REASON FOR TRANSFER:      50% match for salaries; WEL 2nd Qtr 2018, H349      Total      \$570.00

CONTINGENT FUND TRANSFER REQUEST

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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REASON FOR TRANSFER:

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

**Memorandum**

**To:** Members Budget Review Committee

**From:** Wayne E LaMothe AICP *WEL*  
Director of Planning and Community Development

**Date:** 4 September 2018

**Re:** Proposed Recommendations for 8021, 8022 and 8029 Budgets for FY 2019

The following proposed Department budgets are presented to the Committee for review and consideration. Information is presented to reflect the 3 separate budgets managed by the Department as well as a summary of key services.

**Budget Account Code 8021:**

The overall proposed FY- 19 budget for the Planning and Community Development Department requests an additional \$7,574 over the adopted 2018 budget. This additional funding is a result of an increase of \$10,281 in the .8 codes and a reduction of 9,000 in revenues based on retirements and a change in the method of calculating billable rates.

The County Planning Department, as authorized by Committee and the Board of Supervisors, has applied for funding assistance for a variety of county and town projects. The Department has been involved with funding requests in this fiscal year totaling \$1,775,473. In the event that some of these are funded it may be necessary to address staffing issues in order to implement new programs. The continued trend for receiving project funding is either a required local cash match or a leverage of county or local community personnel and operational resources. It is likely that there will be a continued reliance to use locally leveraged funds in order to secure Federal and State project funding although there has been a significant decrease in the amount of match required.

Presently, the Department manages approximately \$9,045,244 in funding for previously funded projects and programs. This funding is allocated to 43 separate tasks within the grant awards.

**Budget Account Code 8022:**

The GIS budget request reflects an increase of \$2,260 due to an increase in the .4 request to implement upgrades to various software packages previously developed by the GIS program and the repositioning of .470 funds to .422.

**Budget Account Code 8029:**

This budget account covers the local matching share requirements for the First Wilderness Heritage Corridor Program totaling \$10,000 under the Local Waterfront Revitalization Program (LWRP). This budget amount is the same as 2018.

**Department requests.**

1. Increase the GIS Coordinator position to full time with an annual salary of \$74,000 to provide additional management experience in the Department in recognition of pending retirements. It is anticipated that the increase can be offset with additional revenues from AGFTC and DEC grants.

**Additional comments:** In the event of retirements it may be necessary for a substantial adjustment to buy out sick and vacation time. Also, The Department has received funding under the Smart Growth program that included 2 paid interns to work on marketing efforts for the First Wilderness Program. The Department is investigating reworking the grant award to offset some of the cost to develop a Cultural Resource Mapper similar to the Recreation Mapper just being released.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning (and Comm. Dev.)  
BUDGET ACCOUNT CODE: A.8021

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$246,997.10	\$299,688.00	\$299,688.00	\$296,946.00
200's EQUIPMENT		\$0.00	\$152.65	\$0.00
400's CONTRACTUAL	\$8,130.02	\$8,950.00	\$8,797.35	\$8,985.00
800's EMPLOYEE BENEFITS	\$107,600.97	\$118,450.00	\$118,450.00	\$128,731.00
<b>TOTALS</b>	<b>\$362,728.09</b>	<b>\$427,088.00</b>	<b>\$427,088.00</b>	<b>\$434,662.00</b>

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$122,648.01	\$154,680.00	\$154,680.00	\$145,680.00

SIGNED: Wayne E. LaMuth  
DEPARTMENT HEAD  
TITLE: County Planner  
DATE: 4 Sept 2018

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 8021 - Planning (and Comm. Dev.)						
<i>Departmental Income</i>						
1289	Other General Governmental Income	104,648.01	136,680.00	136,680.00	53,381.68	136,680.00
<i>Departmental Income Totals</i>		<b>\$104,648.01</b>	<b>\$136,680.00</b>	<b>\$136,680.00</b>	<b>\$53,381.68</b>	<b>\$136,680.00</b>
<i>Intergovernmental Charges</i>						
2210	General Services, Intergovt	18,000.00	18,000.00	18,000.00	9,000.00	9,000.00
<i>Intergovernmental Charges Totals</i>		<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>
Department 8021 - Planning (and Comm. Dev.) Totals		<b>\$122,648.01</b>	<b>\$154,680.00</b>	<b>\$154,680.00</b>	<b>\$62,381.68</b>	<b>\$145,680.00</b>

2019 Salary Schedule (Position Budgeting)  
Planning.Planning

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12964	Belden, Christopher N/A / \$27.00	Assistant County Planner N/A / \$27.00	\$56,153.00	Full Time	Out of UnitFT	8/29/2016
6980	Fitzgerald, Martin N/A / \$25.75	Construction Cost Coordinator N/A / \$25.75	\$26,781.00	Part Time	Out of UnitPT	4/23/2018
6741	Lamothe, Wayne N/A / \$44.06	County Planner N/A / \$44.06	\$80,184.00	Full Time	Appointed F/T	12/3/1984
4202	Tatich, Patricia N/A / \$32.27	Associate Planner (9 hrs) N/A / \$32.27	\$22,638.00	Part Time	Less than P/T	5/21/2012
10559	Tucker, Susan 07-15 / \$20.45	Office Specialist 07-16 / \$20.45	\$42,537.00	Full Time	CSEA/FT	4/28/2003
	N/A / \$6.22	1st Wilderness Her Cor Coord N/A / \$6.22	\$6,467.00			
	12-00 / \$18.66	Junior Planner N/A / \$18.66	\$38,819.00			
	07-00 / \$16.15	Office Specialist - PT N/A / \$16.15	\$20,659.00			
	N/A / \$0.00	Overtime-Planning N/A / \$0.00	\$2,708.00			
			<b>9</b>			
			<b>\$296,946.00</b>			

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>8021 - Planning (and Comm. Dev.)</b>						
<i>Personal Services</i>						
110	Salaries - Regular	221,583.11	237,683.00	237,683.00	128,831.93	217,693.00
120	Salaries - Overtime	1,915.14	2,708.00	2,708.00	1,254.09	2,708.00
130	Salaries - Part Time	23,498.85	59,297.00	59,297.00	24,279.31	76,545.00
<i>Personal Services Totals</i>		<b>\$246,997.10</b>	<b>\$299,688.00</b>	<b>\$299,688.00</b>	<b>\$154,365.33</b>	<b>\$296,946.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	152.65	152.65	.00
<i>Equipment Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152.65</b>	<b>\$152.65</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	2,415.32	2,300.00	1,839.35	664.35	2,300.00
418	Ins-General Liability	1,070.16	1,100.00	1,100.00	880.51	1,100.00
422	Repair/Maint-Equipment	.00	.00	142.99	142.99	.00
423	Telephone	1,028.88	900.00	900.00	538.39	1,100.00
424	Postage	88.34	350.00	350.00	54.20	125.00
426	Subscriptions	35.00	50.00	50.00	.00	50.00
427	Memberships & Dues	786.25	700.00	700.00	389.50	750.00
428	Data Processing & Internet Fees	248.00	250.00	558.00	558.00	560.00
436	Advertising Fees	.00	300.00	300.00	.00	200.00
441	Auto-Supplies & Repair	354.48	650.00	507.01	292.72	600.00
442	Automotive - Gas & Oil	633.73	950.00	950.00	290.19	900.00
444	Travel/Education/Conference	1,469.86	1,400.00	1,400.00	974.91	1,300.00
<i>Contractual Expense Totals</i>		<b>\$8,130.02</b>	<b>\$8,950.00</b>	<b>\$8,797.35</b>	<b>\$4,785.76</b>	<b>\$8,985.00</b>
<i>Employee Benefits</i>						
810	Retirement	35,055.20	41,858.00	41,858.00	19,575.21	38,309.00
830	Social Security	14,623.94	18,581.00	18,581.00	9,177.35	18,410.00
831	Medicare Contribution	3,420.11	4,346.00	4,346.00	2,146.33	4,306.00
860	Hospitalization	47,446.81	46,345.00	46,345.00	24,338.57	53,576.00
865	Dental Insurance	696.00	696.00	696.00	357.38	576.00
<i>Employee Benefits Totals</i>		<b>\$101,242.06</b>	<b>\$111,826.00</b>	<b>\$111,826.00</b>	<b>\$55,594.84</b>	<b>\$115,177.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,527.71	1,610.00	1,610.00	1,300.02	1,430.00
861	Retirees Hospitalization	4,831.20	5,014.00	5,014.00	5,004.06	12,124.00
<i>Other Benefits Totals</i>		<b>\$6,358.91</b>	<b>\$6,624.00</b>	<b>\$6,624.00</b>	<b>\$6,304.08</b>	<b>\$13,554.00</b>

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department	<b>8021 - Planning (and Comm. Dev.) Totals</b>	\$362,728.09	\$427,088.00	\$427,088.00	\$221,202.66	\$434,662.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning GIS Program

BUDGET ACCOUNT CODE: A.8022

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$55,360.16	\$63,909.00	\$63,909.00	\$63,909.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$21,421.20	\$23,825.00	\$86,648.97	\$26,172.00
800's EMPLOYEE BENEFITS	\$12,420.01	\$15,233.00	\$15,233.00	\$15,146.00
<b>TOTALS</b>	<b>\$89,201.37</b>	<b>\$102,967.00</b>	<b>\$165,790.97</b>	<b>\$105,227.00</b>

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$5,000.00	\$23,500.00	\$23,500.00	\$21,500.00

SIGNED: Wayne & LaMotte  
DEPARTMENT HEAD

TITLE: County Planner

DATE: 4 Sept 2018

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 8022 - Planning GIS Program						
<i>Intergovernmental Charges</i>						
2210	General Services, Intergovt	5,000.00	17,500.00	17,500.00	5,295.56	14,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$5,000.00</u>	<u>\$17,500.00</u>	<u>\$17,500.00</u>	<u>\$5,295.56</u>	<u>\$14,000.00</u>
<i>State Aid</i>						
3905	Local Waterfront - State	.00	6,000.00	6,000.00	.00	7,500.00
	<i>State Aid Totals</i>	<u>\$0.00</u>	<u>\$6,000.00</u>	<u>\$6,000.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>
	Department 8022 - Planning GIS Program Totals	<u>\$5,000.00</u>	<u>\$23,500.00</u>	<u>\$23,500.00</u>	<u>\$5,295.56</u>	<u>\$21,500.00</u>
	REVENUE TOTALS	<u>\$127,648.01</u>	<u>\$178,180.00</u>	<u>\$178,180.00</u>	<u>\$67,677.24</u>	<u>\$167,180.00</u>

2019 Salary Schedule (Position Budgeting)  
 Planning.GIS Program

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9915	Frankenfeld, Sara N/A / \$38.41	Planning GIS Coordinator N/A / \$38.41	\$63,909.00	Part Time	Out of UnitPT	1/2/2014
		<b>1</b>	<b>\$63,909.00</b>			

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>8022 - Planning GIS Program</b>						
<i>Personal Services</i>						
110	Salaries - Regular	2,022.99	.00	.00	.00	.00
130	Salaries - Part Time	53,337.17	63,909.00	63,909.00	37,569.55	63,909.00
<i>Personal Services Totals</i>		<b>\$55,360.16</b>	<b>\$63,909.00</b>	<b>\$63,909.00</b>	<b>\$37,569.55</b>	<b>\$63,909.00</b>
<i>Contractual Expense</i>						
410	Supplies	175.93	1,100.00	1,074.83	223.09	500.00
422	Repair/Maint-Equipment	8,353.98	8,500.00	11,505.48	11,505.48	15,172.00
423	Telephone	649.38	600.00	600.00	336.99	600.00
424	Postage	34.33	50.00	50.00	1.57	50.00
426	Subscriptions	.00	50.00	50.00	.00	.00
428	Data Processing & Internet Fees	143.27	150.00	175.17	175.17	175.00
444	Travel/Education/Conference	155.00	175.00	175.00	.00	175.00
470	Contract	11,909.31	13,200.00	73,018.49	3,660.00	9,500.00
<i>Contractual Expense Totals</i>		<b>\$21,421.20</b>	<b>\$23,825.00</b>	<b>\$86,648.97</b>	<b>\$15,902.30</b>	<b>\$26,172.00</b>
<i>Employee Benefits</i>						
810	Retirement	7,879.95	10,034.00	10,034.00	5,852.92	9,970.00
830	Social Security	3,432.33	3,962.00	3,962.00	2,329.30	3,962.00
831	Medicare Contribution	802.73	927.00	927.00	544.76	927.00
<i>Employee Benefits Totals</i>		<b>\$12,115.01</b>	<b>\$14,923.00</b>	<b>\$14,923.00</b>	<b>\$8,726.98</b>	<b>\$14,859.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	305.00	310.00	310.00	310.00	287.00
<i>Other Benefits Totals</i>		<b>\$305.00</b>	<b>\$310.00</b>	<b>\$310.00</b>	<b>\$310.00</b>	<b>\$287.00</b>
<b>Department 8022 - Planning GIS Program Totals</b>		<b>\$89,201.37</b>	<b>\$102,967.00</b>	<b>\$165,790.97</b>	<b>\$62,508.83</b>	<b>\$105,227.00</b>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning-Local Waterfront  
BUDGET ACCOUNT CODE: A.8029

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>

SIGNED: Wayne S. Lavoie  
DEPARTMENT HEAD  
TITLE: County Planner  
DATE: 4 Sept 2018

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>8029 - Planning-Local Waterfront</b>						
Contractual Expense						
470	Contract	.00	10,000.00	10,000.00	.00	10,000.00
<i>Contractual Expense Totals</i>		<u>\$0.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
Department <b>8029 - Planning-Local Waterfront Totals</b>		<u>\$0.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
EXPENSE TOTALS		\$451,929.46	\$540,055.00	\$602,878.97	\$283,711.49	\$549,889.00
Fund A - General Totals						
REVENUE TOTALS		\$127,648.01	\$178,180.00	\$178,180.00	\$67,677.24	\$167,180.00
EXPENSE TOTALS		\$451,929.46	\$540,055.00	\$602,878.97	\$283,711.49	\$549,889.00
Fund A - General Totals		(\$324,281.45)	(\$361,875.00)	(\$424,698.97)	(\$216,034.25)	(\$382,709.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$127,648.01	\$178,180.00	\$178,180.00	\$67,677.24	\$167,180.00
EXPENSE GRAND TOTALS		\$451,929.46	\$540,055.00	\$602,878.97	\$283,711.49	\$549,889.00
Net Grand Totals		(\$324,281.45)	(\$361,875.00)	(\$424,698.97)	(\$216,034.25)	(\$382,709.00)

NOTICE OF FUNDING AVAILABILITY  
STATE AND FEDERAL FUNDS  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
38-40 STATE STREET, 4<sup>th</sup> FLOOR SOUTH  
ALBANY, NY 12207

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
2018 NOTICE OF FUNDING AVAILABILITY (NOFA)**

The Housing Trust Fund Corporation (HTFC) announces the availability of approximately \$20 million of State and Federal funds for the following programs:

- \$12 million - NYS Community Development Block Grant funding for Housing Activities
- \$ 8 million – NYS HOME Program

**NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**PROGRAM DESCRIPTION**

The New York State Community Development Block Grant Program (NYS CDBG) is a federally funded program administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR). The program provides resources to non-entitlement communities to enable the development of decent, affordable housing, create suitable living environments, and enhance economic opportunities across the state.

**CDBG ELIGIBLE APPLICANTS**

Eligible applicants include non-entitlement villages, towns, cities or counties throughout New York State, excluding metropolitan cities, urban counties, and Indian Tribes that are HUD designated Entitlement communities. Non-entitlement areas are generally defined as cities, towns, and villages with populations of less than 50,000 except those designated principal cities of Metropolitan Statistical Areas, and counties with populations of less than 200,000.

**CDBG HOUSING ACTIVITIES**

CDBG funds are available for housing activities including housing rehabilitation, well and septic replacement, and lateral connection assistance that primarily benefit low- and moderate-income persons.

**2018 MAXIMUM FUNDING LIMITS**

**CDBG Housing Activities**

Towns, Cities and Villages: \$ 500,000

Counties: \$1,000,000

**APPLICATION FOR FUNDING**

The 2018 Application for CDBG Housing Activities will be available on the NYS Homes and Community Renewal web site, [www.nyshcr.org/Funding/](http://www.nyshcr.org/Funding/) on **Wednesday, September 19, 2018**. Applications will be due **no later than 4:00 pm Friday, November 16, 2018**. Applications must be submitted using the Community Development Online Application System (CDOL) available at [www.nyshcr.org/Forms/](http://www.nyshcr.org/Forms/).

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 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 sent to: Mr. Christian Leo, President, NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4<sup>th</sup> Floor South, Albany, NY 12207.

## **NYS HOME LOCAL PROGRAM**

### ***PROGRAM DESCRIPTION:***

The NYS Home Local Program (HOME Local) is a federally funded program administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (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 2018 fiscal year HOME funds designated for use by Local Program Administrators (LPAs).

### ***ELIGIBLE APPLICANTS:***

Eligible LPAs are defined as:

- 1) Units of local government, to include: Counties, Cities, Towns and Villages
- 2) Non-profit corporations incorporated under State Non-Profit Corporation Law
- 3) Community Housing Development Organizations (CHDO)
- 4) Public Housing Authorities

**NOTE:** Applications will be permitted from not-for-profit organizations within HOME Participating Jurisdictions. Please refer to the Request for Proposals for more details.

To be eligible to apply for an award, LPAs 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, MAXIMUM AWARD AMOUNTS, MAXIMUM PER UNIT AMOUNTS:***

#### **1. Homeowner Housing Rehabilitation with or Without Rental Units:**

Homeowner Housing Rehabilitation: funds may be requested for the repair or rehabilitation of an owner-occupied single-family (1-4) unit dwelling unit to meet NYS and/or Local Code upon completion of construction activities.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000

Homeowner Housing Rehabilitation with Rental Units: funds may be requested for housing rehabilitation of the homeowner unit and additionally rehabilitating HOME eligible rental units in a single family (2-4 unit) property.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000

#### **2. Manufactured Housing Replacement**

As an owner-occupied housing rehabilitation activity, funds may be requested to assist an owner to demolish and dispose of a sub-standard manufactured home and replace it with a new manufactured home. Manufactured home replacement is considered reconstruction for the purposes of the HOME Local program.

Maximum Award up to \$600,000 – Maximum Per-unit up to \$100,000

#### **3. Homebuyer Purchase Assistance With or Without Housing Rehabilitation**

Homebuyer Purchase Assistance: 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.

Maximum Award up to \$400,000 – Maximum Per-unit up to \$80,000

Homebuyer Purchase Assistance with Housing Rehabilitation: 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.

Maximum Award up to \$600,000 – Maximum Per-unit up to \$80,000

**4. Homebuyer Development New Construction or Acquisition with Housing Rehabilitation (CHDO and non-CHDO)**

Funds may be requested to assist a CHDO or an LPA to acquire an existing, vacant, substandard home that will be substantially rehabilitated and then sold to a HOME eligible home buyer, or to build a new construction home that will be sold to a HOME eligible buyer.

Maximum Award up to \$750,000 – Maximum Per-unit up to \$75,000

**5. Tenant based Rental Assistance (TBRA)**

Funds may be requested to provide monthly tenant-based rental assistance to assist families at or below 60% of area median income that have applied for a Housing Choice Voucher (Section 8) rental subsidy and are currently on the waiting list for assistance. Security deposits and tenant utility deposits may also be eligible.

Maximum Award up to \$400,000 – Maximum Per-unit up to \$40,000

Applicants may submit a maximum of two applications in response to this NOFA; applicants may only choose one eligible activity per application and to administer per awarded contract.

***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/](http://www.nyshcr.org/Funding/), **on Wednesday, September 19, 2018. Applications are due no later than 4:00 pm Friday, November 16, 2018.** Applications must be submitted using the Community Development Online Application System (CDOL) at: <http://www.nyshcr.org/Apps/CDOnline/>.

The above-stated HOME application deadlines are 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 sent to: Mr. Christian Leo, President, NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4<sup>th</sup> Floor South, Albany, NY 12207.

***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/>.

### ***CONTACT INFORMATION***

For inquiries or technical assistance regarding the NYS CDBG and HOME LPA programs, please contact:

*NYS Home and Community Renewal  
Office of Community Renewal  
38-40 State Street, 4<sup>th</sup> Floor South  
Albany, NY 12207  
Telephone: (518) 474-2057*

THIS NOTICE WAS PREPARED AND SUBMITTED BY:  
CHRISTIAN LEO, PRESIDENT  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
38-40 STATE STREET, 4<sup>th</sup> FLOOR  
ALBANY, NY 12207  
[OCRINFO@NYSHCR.ORG](mailto:OCRINFO@NYSHCR.ORG)  
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Wednesday, September 19, 2018