


WARREN COUNTY MUNICIPAL CENTER
LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT
Telephone: (518) 761-6410

Planning and Community Development
Committee Meeting Agenda
February 2019

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 apply for Housing Trust Fund Corporation grant

IV. *Information for Discussion/Review:*

- Discussion of the Planning Department's 2018 Annual Report
- Demonstration of the Remarkable Trees of Warren County app
- Demonstration of the new Community Map

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

VII. *Motion to adjourn*

Attachments:

- Resolution request form #5 and supporting documentation
- Planning Department's 2018 Annual Report

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning and Community Development

DATE: 21 Feb 2019

- (a) Purpose of Grant:
1 April 2019
- (b) Name of Grantor:
Housing Trust Fund Corporation
- (c) Address of Contractor:
To be determined
- (d) Grantor's Contact Person and Telephone Number:
OFFICE OF COMMUNITY RENEWAL 38-40 STATE STREET, 4th FLOOR
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant:
- (g) Termination Date of Grant:
- (h) Total Dollar Amount Involved (not to exceed): TBD
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
1 April 2019
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? 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
STATE FUNDS
HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL
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
2018 NOTICE OF FUNDING AVAILABILITY (NOFA)**

The Housing Trust Fund Corporation (HTFC) announces the availability of over \$10 million of State funds for the following programs:

- \$1 million - Access to Home Program
- \$2 million - Access to Home for Heroes (Veterans)
- \$1.5 million - Access to Home for Medicaid Recipients Program
- \$2.1 million - RESTORE Program
- \$4 million - Mobile & Manufactured Home Replacement Program

APPLICATION FOR FUNDING

The detailed Request for Applications (RFA) and online application will be available on the NYS Homes and Community Renewal website, www.nyshcr.org/Funding/ on February 13, 2019. Applications will be due no later than 4:00 pm on Monday April 1, 2019. Applications must be submitted using the Community Development Online Application System (CDOL) available at: 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. Early submission of applications is recommended to avoid risks of ineligibility resulting from unanticipated delays.

ACCESS TO HOME PROGRAM

PROGRAM DESCRIPTION

The NYS Access to Home program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. Assistance with the cost of adapting homes will enable individuals to safely and comfortably continue to, or return to, live in their residences instead of residing in an institutional setting.

ELIGIBLE APPLICANTS

Eligible applicants for the Access to Home program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have been providing relevant service to the community for at least one year prior to application.

ELIGIBLE ACTIVITIES

Grant funds may be used to assist homeowners to complete accessibility modifications to adapt or retrofit homes for persons with disabilities. Rehabilitation activities reimbursable by grant funds may only include accessibility modifications designed to address the needs of the person with disabilities or substantial difficulty with daily living activity due to aging. Examples include: wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the

Access to Home Program Manual for more information related to eligible activities:

<http://www.nyshcr.org/Programs/AccessToHome/>

FUNDING LIMITS

- The minimum request amount is \$75,000. The maximum request amount is \$150,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of both hard costs for accessibility modifications, soft costs and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of project costs for eligible soft costs and project delivery costs.

ACCESS TO HOME FOR HEROES PROGRAM

PROGRAM DESCRIPTION

The Access to Home for Heroes (formerly known as Access to Home for Veterans) program provides financial assistance to make dwelling units accessible for low- and moderate-income veterans living with a disability. Assistance with the cost of adapting homes to meet the needs of those with disabilities will enable veterans to safely and comfortably live in their residences instead of residing in an institutional setting.

ELIGIBLE APPLICANTS

Eligible applicants for the Access to Home for Heroes program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have been providing relevant service to the community for at least one year prior to application.

ELIGIBLE ACTIVITIES

Grant funds may be used to assist homeowners to complete accessibility modifications to adapt or retrofit homes for Veterans with disabilities. Examples include: wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home Program Manual for more information related to eligible activities:

<http://www.nyshcr.org/Programs/AccessToHome/>

FUNDING LIMITS

- The minimum request amount is \$75,000. The maximum request amount is \$300,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of both hard costs for accessibility modifications, soft costs and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of project costs for eligible soft costs and project delivery costs.

ACCESS TO HOME FOR MEDICAID RECIPIENTS PROGRAM

PROGRAM DESCRIPTION

The Access to Home for Medicaid Recipients program was developed in partnership with the New York State Department of Health (DOH). This program provides financial assistance to make dwelling units accessible for low- and moderate-income persons receiving Medicaid and living with a disability. Assistance with the cost of adapting homes to meet the needs of those with disabilities will enable individuals to safely and comfortably live in their residences instead of residing in an institutional setting. The Access to Home for Medicaid program has a secondary long-term goal of lowering health care costs.

ELIGIBLE APPLICANTS

Eligible applicants for the Access to Home for Medicaid Recipients program are units of local government and organizations incorporated under the New York State Not-For-Profit Corporation Law, that have substantial experience in adapting or retrofitting homes for persons with disabilities.

ELIGIBLE ACTIVITIES

Grant funds may be used to assist homeowners to complete accessibility modifications to adapt or retrofit homes for persons with disabilities that are Medicaid recipients. Rehabilitation activities reimbursable by grant funds may only include accessibility modifications designed to address the needs of the person with disabilities or substantial difficulty with daily living activity due to aging. Examples include: wheelchair ramps and lifts, handrails, doorway widening, and roll-in showers. Review the Access to Home Program Manual for more information related to eligible activities: <http://www.nyshcr.org/Programs/AccessToHome/>

FUNDING LIMITS

- The minimum request amount is \$75,000. The maximum request amount is \$150,000.
- A maximum of \$25,000 per unit is allowable. This cap is inclusive of both hard costs for accessibility modifications, soft costs and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of project costs for eligible soft costs and project delivery costs.

MOBILE & MANUFACTURED HOME REPLACEMENT PROGRAM

PROGRAM DESCRIPTION

The New York State funded Mobile and Manufactured Home Replacement program was developed to assist low- and moderate-income homeowners to replace dilapidated mobile or manufactured homes that are sited on land owned by the homeowner with a new manufactured, modular or site-built home.

ELIGIBLE APPLICANTS

Eligible applicants for the New York State funded Mobile and Manufactured Home Replacement program are units of local government and not-for-profit corporations with substantial experience in affordable housing.

ELIGIBLE ACTIVITIES

Costs related to the replacement of dilapidated mobile or manufactured homes will be eligible for grant reimbursement. These costs include, but are not limited to:

- Demolition, removal, disposal of the dilapidated units;
- Purchase and site prep for new unit;
- Temporary relocation assistance
- Permitting, environmental review and testing.

FUNDING LIMITS

- The minimum request amount is \$200,000. The maximum request amount is \$500,000.
- A maximum of \$100,000 per property is allowable. This cap is inclusive of both hard and soft costs for the replacement of a mobile or manufactured home.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 10 percent of project costs for eligible soft costs and project delivery costs.

RESTORE PROGRAM

PROGRAM DESCRIPTION

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) program provides financial resources to assist senior citizen homeowners with the cost of addressing emergencies and code violations that pose a threat to their health and safety or affect the livability of their home. Assistance for the cost of these critical repairs will enable seniors to continue to live independently in their homes.

ELIGIBLE APPLICANTS

Eligible applicants for the RESTORE program are units of local government and not-for-profit corporations that have been providing relevant service to the community for at least one year prior to application.

ELIGIBLE ACTIVITIES

Grant funds may be used to assist homeowners to complete emergency repairs. An eligible emergency repair eliminates a hazardous condition or deficiency that poses an immediate threat to the life, health or safety or the elderly homeowner. Review the RESTORE Program Manual for more information related to eligible activities: <http://www.nyshcr.org/Programs/RESTORE/>

FUNDING LIMITS

- The minimum request amount is \$75,000. The maximum request amount is \$150,000.
- A maximum of \$10,000 per building is allowable. This cap is inclusive of both hard costs for accessibility modifications, soft costs and project delivery fees.
- Applicants may budget up to 7.5 percent of the request amount for eligible administrative costs.
- Applicants may budget up to 5 percent of project costs for eligible soft costs and project delivery costs.

GENERAL REQUIREMENTS

The OCR reserves the right to reject any and all proposals, to negotiate with applicants, recommend funding in an amount less than requested, conduct site visits, interview the applicant and development team, extend the submission deadline, and request additional information. The OCR reserves the right to waive or modify any requirement contained in the Request for Proposals and applications received subject to the applicable statutes and the Program Regulations.

MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) COMPLIANCE

Recipients of awards are subject to Article 15A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women-owned business enterprises ("MWBES") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). Recipient's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements.

NEW YORK STATE GRANTS GATEWAY PREQUALIFICATION

The New York State Grants Gateway is a statewide effort to 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 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 <https://grantsmanagement.ny.gov/>

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

Applications submitted by applicants that are not prequalified through the New York State Grants Gateway by the application deadline of April 1, 2019, will be deemed ineligible for review and consideration.

CONTACT INFORMATION

For inquiries or technical assistance regarding these programs please contact:

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

THIS NOTICE WAS PREPARED AND SUBMITTED BY:

CHRISTIAN LEO, PRESIDENT
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HOUSING TRUST FUND CORPORATION
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Tuesday January 29, 2019