

NOTICE OF FUNDING AVAILABILITY  
STATE AND FEDERAL FUNDS  
NYS Housing Trust Fund Corporation  
Hampton Plaza  
38-40 State Street  
Albany, NY 12207

PERSONS/FIRMS THAT ADMINISTER HOUSING ASSISTANCE PROGRAMS FOR LOW INCOME HOUSEHOLDS

Funding for not-for-profit corporations, counties and municipalities under the Access to Home Program, the New York State HOME Program, and the RESTORE Program.

**DESCRIPTION:** The Request For Proposals (RFP)/Application package for local program administrator (LPA) applications was released on November 18, 2009. LPA applications requesting funds under the Access to Home, HOME and/or RESTORE Program may be submitted using the Community Development Online (CDOL) System. Applicants may make a special request, based on demonstrated need, for DHCR approval to utilize a Word/Excel fillable paper application in lieu of CDOL. Requests must be in writing to Margaret Aldrich at (518) 473-6843 and received not later than February 1, 2010.

NOTE: A NOTICE OF FUNDING AVAILABILITY FOR NYS HOME PROGRAM CAPITAL (SITE SPECIFIC) APPLICATIONS WAS PREVIOUSLY ISSUED TO ANNOUNCE AVAILABILITY OF THE STATE'S APPROPRIATION OF HOME FUNDS.)

Applicants are responsible for using the proper application for funding. Applications will be available from the DHCR web site. **THE 2010 APPLICATION IS EXPECTED TO BE AVAILABLE ON THE DHCR WEBSITE, [www.nysdhcr.gov](http://www.nysdhcr.gov) , by December 11, 2009.** A webcast to review the Request For Proposals will be held on January 15, 2010 beginning at 1:00 pm.

**APPLICATION DEADLINES:**

- Applications for Access to Home and RESTORE Program funding must be received by the Housing Trust Fund Corporation by 5:00 PM, Thursday, March 11, 2010.
- Applications for HOME LPA funding must be received by the Housing Trust Fund Corporation by 5:00 PM, Tuesday, March 18, 2010.

For those applicants with prior approval to submit a Housing Trust Fund Corporation paper application, applications will be accepted only at the following address:

NYS Division of Housing and Community Renewal  
Hampton Plaza - 4th Floor  
38-40 State Street  
Albany, NY 12207

**Individuals who hand deliver site-specific paper applications must have picture identification and a transmittal letter, on organization letterhead, stating their name and authorizing that person to deliver the application. Applications delivered by commercial carrier must have a complete and legible return address. Failure to comply with these requirements may result in an application not being accepted.**

**UNIFIED FUNDING 2010 FUNDS AVAILABLE:**

- **Access to Home:** HTFC expects to award approximately \$4,000,000, subject to appropriations.
- **The New York State HOME Program:** HTFC expects to award approximately \$34 million (including awards for capital projects), subject to appropriations.

Note: A minimum of 15 percent of available funds is required to be reserved for projects developed, owned, or sponsored by Community Housing Development Organizations (CHDOs). Not-for-profit applicants who wish to pursue pre-qualification by the HTFC as a CHDO should contact the appropriate Regional Office listed below. The New York State HOME Program also allocates a minimum of 80 percent of the funds available (after the 15 percent reserved for CHDOs) to projects located in non-participating jurisdictions.

- **RESTORE:** HTFC expects to award approximately \$2,000,000, subject to appropriations.

**GENERAL:**

HTFC reserves the right to award all, a portion of, or none of the program funds based upon funding availability, the feasibility of the applications received, the competitiveness of the applications and the applicant's ability to meet Housing Trust Fund Corporation criteria for funding. This RFP will award funds anticipated to be available from appropriations in the 2010-11 Capital Budget and fees earned by HTFC for administering federal programs.

Applications are selected for funding based upon an evaluation process which includes completeness, eligibility, competitiveness, feasibility reviews and recommendations as detailed in the RFP/application packet. Selections are also made in compliance with all pertinent statutory requirements and furtherance of the State's housing goals, including but not limited to: preservation of affordable housing; community revitalization; green building technologies and practices; and collaboration with other governmental agencies.

The RFP issued is part of the Unified Funding LPA application materials. The application materials include other documents that applicants need to apply for funds. Applicants should refer to the RFP to determine eligibility and submission requirements for each program.

In accordance with Section 312 of Article 15 A of the Executive Law, HTFC requires contractors and awardees to make affirmative efforts to ensure that New York State certified Minority and Women Owned Business Enterprises have opportunities for meaningful participation on projects awarded funding by the Housing Trust Fund Corporation

## **APPLICATION WORKSHOP (WEBCAST):**

The LPA application workshop will be conducted via a webcast to be held on Friday, January 15, 2010 beginning at 1:00 pm. For those LPAs that do not have access to high speed internet service, the webcast will also be available at public facilities such as local libraries and the four Regional Offices. Regional Office locations and telephone numbers are listed at the end of this NOFA.

Materials will also be available on the DHCR web site (<http://www.nysdhcr.gov>) beginning on January 15, 2010. An agenda, instructions on how to access the webcast, and instructions on how to access subsequent viewings will be posted on the DHCR website (see above) no later than January 11, 2010. The webcast will include a discussion of LPA application requirements and the Unified Funding process. Interested parties should refer to the web site to familiarize themselves with the agenda items. The webcast will be archived for viewing until the application deadline.

Meetings for technical assistance to provide applicants with an opportunity to discuss an application may be scheduled through the staff of one of the Regional Offices listed below. Regional and Central Office staff will also be available by phone, email or in person (schedule permitting) to answer applicant questions. All staff will be available through the application due date.

## **REGIONAL OFFICES:**

For technical assistance for application preparation, please contact one of the Regional Offices listed below:

### Capital District Regional Office

Hampton Plaza, 2nd Floor  
38-40 State Street  
Albany, NY 12207  
Telephone: (518) 486-5012  
Lynn Kopka, Regional Director

Counties Served: Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Fulton, Greene, Hamilton, Montgomery, Orange, Otsego, Putnam, Rensselaer, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, and Washington

### Buffalo Regional Office

535 Washington Street, Suite 105  
Buffalo, NY 14203  
Telephone: (716) 847-7955  
Thomas H. Van Nortwick, Regional Director

Counties Served: Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuylar, Seneca, Steuben, Wayne, Wyoming, and Yates

Syracuse Regional Office

620 Erie Boulevard West, Suite 312  
Syracuse, NY 13204  
Telephone: (315) 478-7179, ext. 200  
Daniel Buyer, Regional Director

Counties Served: Broome, Cayuga, Chenango, Cortland, Franklin, Herkimer, Jefferson, Lewis,  
Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, and Tompkins

New York City Regional Office

25 Beaver St., 7th Floor  
New York, NY 10004  
Telephone: (212) 480-4543  
Gregory Watson, Regional Director

Counties Served: Bronx, Kings, New York, Queens, Richmond, Nassau, Suffolk, Rockland, and  
Westchester