



**Homes and
Community Renewal**

Access to Home & RESTORE Programs

Diane McClure, Program Director

Diane.McClure@nyshcr.org

Crystal Loffler, Vice President, State Programs

Crystal.Loffler@nyshcr.org

October 18, 2018

Access to Home & RESTORE

Agenda

- **HCR & OCR Overview**

- **Summary of Programs**
 - Overview of Programs
 - Eligible Activities
 - Updates

- **Application Process & Tips for Success**



NYS Homes & Community Renewal

Five Entities:

- Division of Housing & Community Renewal (DHCR)
- Housing Trust Fund Corporation (HTFC)
- Housing Finance Agency (HFA)
- State of New York Mortgage Agency (SONYMA)
- Affordable Housing Corporation (AHC)

Development Offices:

- Office of Community Renewal (OCR)

Grant programs that operate through municipalities & not-for-profits

NYS Community Development Block Grant (CDBG), New York Main Street (NYMS), the Neighborhood and Rural Preservation programs, Access to Home and RESTORE.

- Office of Finance and Development (F&D)

Large scale, multi-family development

Private and not-for-profit developers as applicants for Federal and State Low Income Housing Tax Credits, tax exempt bonds, and state sources include HTF and CIF.



Local Program Administration

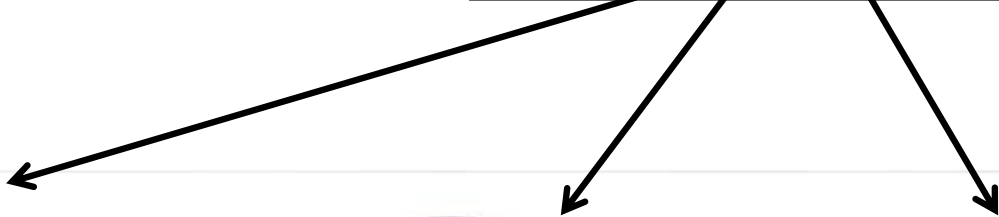


**Homes and
Community Renewal**



**Municipality
or
Not-for-profit Organization**

as Local Program Administrator (LPA)



**Property
Owner**



**Property
Owner**



**Property
Owner**

Summary of Programs



**Homes and
Community Renewal**

Summary of Programs

An Overview of Access to Home & RESTORE

- **Access to Home** was created in 2005 to provide resources and Technical Assistance (TA) to assist renters and property owners to make dwelling units accessible for low- and moderate-income persons with disabilities. Article 25 of the NYS Private Housing Finance Law formally establishes the Access to Home Program in statute.
- **Residential Emergency Services to Offer (HOME) Repairs to the Elderly (RESTORE)** was created in Fiscal Year 1987 by the NYS Aid to Localities bill. Initially part of HOPE, it was created to allow Local Program Administrators (LPAs) to respond in a timely fashion to emergency situations involving elderly homeowners.



Access to Home Program Summary

Eligible Activities

The Access to Home Program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. One of the primary objectives of the Access to Home Program is adapting homes to meet the needs of those with disabilities such that individuals can live safely and comfortably in their home and avoid institutional care.

- Adaptations are guided by recommendations of local accessibility experts and may not exceed \$25,000 per unit. There are no age restrictions.
- Permitted updates and renovations include:
 - Wheelchair ramps, lifts
 - Widening of doorways
 - Changes to bathrooms to allow wheelchair access
 - Lowered, easy-to-reach kitchen adaptations
 - First floor bedroom/bathroom relocation
 - Many more...



Access to Home for Veterans Updates

The Access to Home Program for Veterans Program has been renamed the Access to Home for Heroes Program. Any disabled person designated as a Veteran may be assisted with Access to Home for Heroes. This includes Veterans that are disabled from:

- Age related disability
- Accident unrelated to service leading to a disability
- Illness unrelated to service leading to a disability

Note: Access To Home retains original definition regarding Disabled Veterans. All original requirements apply to Access To Home when serving Veterans.



RESTORE Program Summary

Eligible Activities

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program provides funds for the emergency repairs to eliminate hazardous conditions in homes owned and occupied by low-income elderly homeowners cannot afford to make the repairs in a timely fashion.

- Program costs may not exceed \$10,000 per building.
- Primary residence and 60 years or older.
- LPAs are responsible for determining emergency repairs but common examples include repairs to roofs, repairs or replacement of HVAC systems, repair broken stairs (internal or external).



RESTORE Updates

The timelines have changed for RESTORE.

Old timeline:

72 Hours to respond

7 calendar Days to begin

30 calendar Days to complete

New timeline:

5 business days to inspect

14 business days from inspection to begin

60 business days from start to complete

Income limits have changed:

Low-income elderly homeowner is defined as person owning and occupying a home who is 60 or over with an income of less than 100% of area median income.



Local Program Administrator Role

Marketing the grant program

- Marketing to public and local contractors
- Coordination of Housing and Social Service Organizations

Eligible Applicants

- Homeowner or renter is income eligible and meets program requirements (elder homeowner, documented disability, Medicaid participant, veteran status, transition or diversion, etc.)
- Set procedures for client prioritization and to adhere to income targets

Eligible Activities

- LPA must determine appropriate rehabilitation scope and meet need for other necessary services through documented referrals.
- Documented bid process for Access and contractor list for RESTORE that meets all rules and regulations
- Procedure to determine work will allow client to remain in/return to home
- Procedure to determine only work needed to complete accessibility goals/emergency related is done or work scope is clearly cost allocated across funding sources



Local Program Administrator Role Continued

Environmental review

- Subject to State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617
- SEQR Type II Action letter
- Environmental Site Certification to OCR

Project Set Up

- Set up package sent to access-restore@nyshcr.org Package includes set up form, EAU Site Specific Certification, before photos of scope of work and front view of unit.
- Receive permission from Program Manager to proceed

Disbursements

- Progress payments permitted.

Compliance monitoring

- LPA must place appropriate instrument, monitor compliance with the program for regulatory period, return funds as appropriate, and educate clients.

Program Closeout

- Set ups 60 days prior to contract expiration require program manager approval
- Extensions limited and at Program Director approval upon LPA formal written request
- OCR will issue formal certificate of closeout



Preparing to Apply

Preparing to Apply for Access & RESTORE

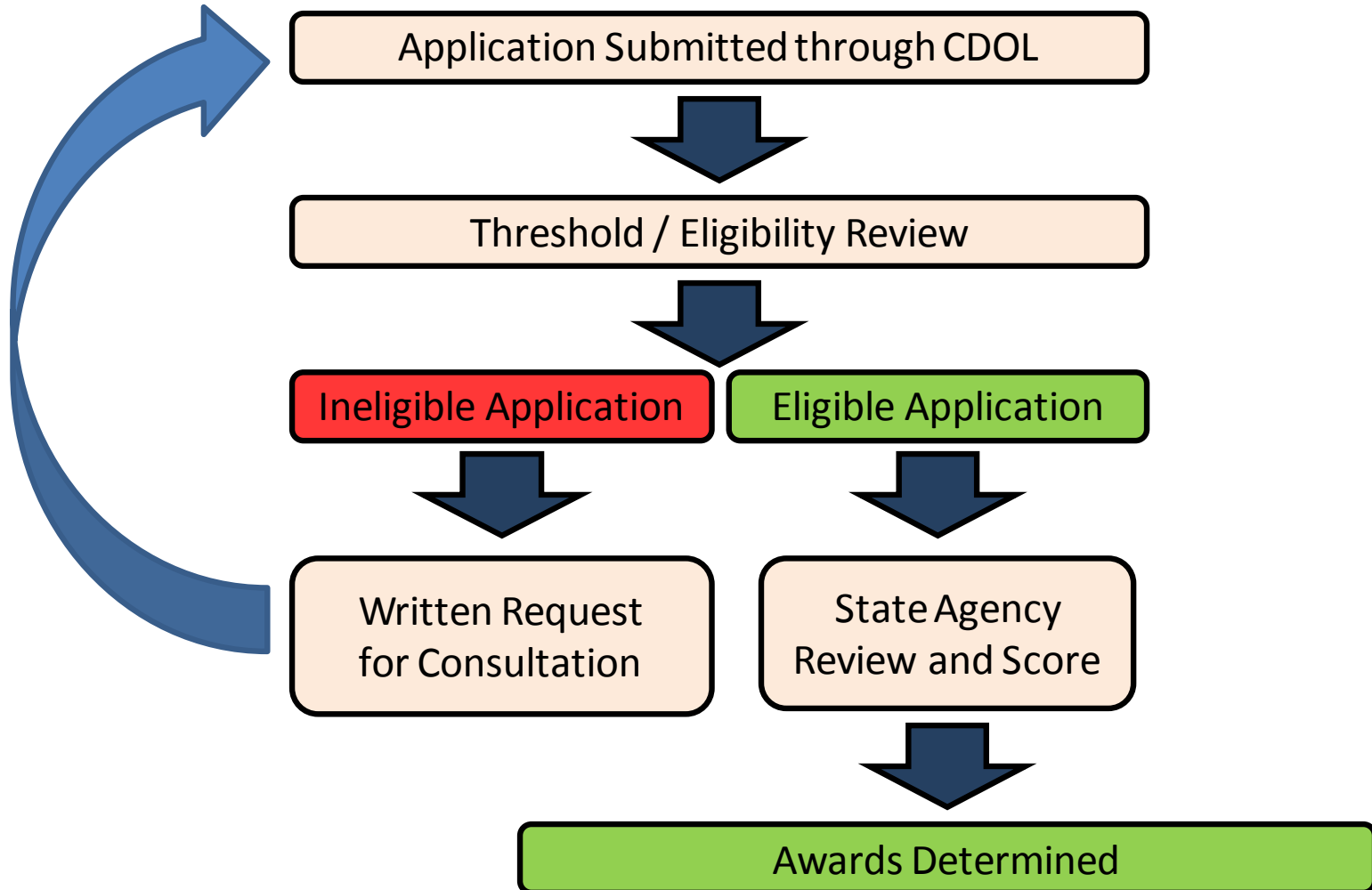
Resources

- Access to Home Program
<http://www.nyshcr.org/Programs/AccessToHome/>
- RESTORE Program
<http://www.nyshcr.org/Programs/RESTORE/>
- Community Development Online
<http://www.nyshcr.org/Apps/CDOnline/>
- U.S. Census Data
<http://www.census.gov/>



Application Process

What happens after we hit “submit”?



Tips for Success

Primary Considerations:

- Planning & Research
- Need
- Organizational Commitment & Capacity
- Plan for Financing

Planning & Research

- **Review funding round materials AND regular program materials**
- **Locate & compile appropriate data sources**
Census, County or local community development offices, social service providers
- **Design local program**
Programs provide basic rules and parameters, awardee must be prepared with full administrative structure.
- **Ask questions**
After initial planning and research, contact OCR program staff with questions.

Need

- **Provide a Combination of Data *and* Narrative**
 - *Does the data support the need described?*
 - *Is the message consistent throughout the application?*
- **Proposed Service Area**
 - Other providers or open grants in area?*
- **Justify public investment AND specific program investment**
 - *What are the conditions locally?*
 - *Does the application make this clear?*
- **Participants**
 - Eligible, interested, available participants?*

Organizational Capacity & Commitment

- **Proposed activities within mission of applicant/awardee**

Is the applicant best positioned to offer proposed services?

- **Coordination of Services**

- Working with other providers to enhance services, operate more efficiently

- Municipal support and coordination, e.g. permitting, lead/radon testing.

- **Relevant skills & experience**

- Does the applicant have relevant skills & experience to administer program? Is a plan presented for outsourcing tasks?

- Does the applicant present a clear understanding of program rules & administrative requirements?

- **Administrative capacity**

Has the organization formally committed resources and staff time to administer the proposed program?



Plan for Financing

- **Temporary / bridge financing**
- **Additional sources to invest and leverage grant**
 - *Formal commitments are encouraged, public and private sources considered*
 - *Are matching requirements covered?*
- **Consistent and clear application budget**
 - *Is the budget and request amount realistic given need presented?*
 - *Can the requested amount be used in the grant term?*
 - *Budget table must match narrative and all related attachments.*
 - *Are the budget figures accurate and allowable, e.g. admin percentages, maximum request amount?*

Grant writing reminders:

- **Start early, do your homework, submit early.**
- **Read, spellcheck, proofread.**
Does the proposal make sense to another reader? Is it consistent throughout the application? Has every question been answered?
- **Become familiar with state program requirements:**
Grants Gateway, environmental review, MWBE Goals
- **Consider and acknowledge status of open grants**
Identify lessons learned and improvements from prior awards
- **Use every opportunity in an application to demonstrate readiness and Capacity:**
 - *Demonstrate a clear understanding of the program rules & requirements;*
 - *Outline planned procedures.*
- **ASK QUESTIONS!**



Program Staff Contact Information

Diane McClure, Program Director

Diane.McClure@nyshcr.org

Justin Hymes, Program Manager

Justin.Hymes@nyshcr.org

Program Mailbox

Access-restore@nyshcr.org

