Ulster County Housing Action Fund

Rental, For-Sale, and Supportive Housing Application and Project Information

For application instructions, downloadable forms, or to complete this application online, please visit **ulstercountyny.gov/housing-action-fund**.

Online applications are preferred. If applying with a paper submission, applications must be received (not postmarked) by December 11 at 3 PM.

Section I: Applicant Information

Applicant Legal Name*:

- ☐ Nonprofit Organization
- ☐ Private Developer or Land Owner
- ☐ Mixed Project Team

Organization/Corporation Type and Proposed Ownership Structure*:

Website (if applicable):

Federal Tax ID Number:

Mailing Address

Street Address*:

Street Address 2:

City*: **State*:** **ZIP Code*:**

Physical Address (if different from mailing address)

Street Address:

Street Address 2:

City*: **State*:** **ZIP Code*:**

Contact Person

Name*:

Title*:

Email Address*:

Telephone Number*:

Section II: Project Information

Project Name*:

Project Address or Assessor's Parcel Number:*

Project Category

- ☐ Category I: General Affordability
- ☐ Category 2: Workforce Housing (Preference)

If Category I, identify project type:

- ☐ Affordable Rental Project
- ☐ Affordable Homeownership Project
- ☐ Preservation of Affordable Housing for Housing Co-Ops and Community Land Trusts
- ☐ Supportive Housing Project
- ☐ Housing-Related Infrastructure

Total Number of Units*:

Number of Affordable Units*:

Total Project Cost*: $

Amount Requested*: $

Project Summary*

Provide a short summary of the proposed project including the proposed use(s), number and types of affordable units (noting if any are reserved for special populations), and a brief statement about the status of site plan approvals, zoning approvals, and environmental review requirements.

Workforce Housing of Ulster County Supplemental Application Information

Complete this section only if the proposed project is being submitted for funding under one of the Workforce Housing of Ulster County project categories described in the NOFA (Section III): Farmworker and Agricultural Workforce Housing, Artist Housing, Trades and Workforce Housing, Essential Workforce Housing, or Healthcare and Home Health Workers Housing. *If the project is not seeking funding under a Workforce Housing category, leave this section blank and proceed to the remaining application sections.*

Workforce Housing Category Selection*

Check all categories under which this project is seeking funding. See the NOFA for full eligibility criteria for each category.

- ☐ Farmworker and Agricultural Workforce Housing
- ☐ Artist Housing
- ☐ Trades and Workforce Housing
- ☐ Essential Workforce Housing
- ☐ Healthcare and Home Health Workers Housing

Workforce Category Definition*

Describe how the applicant defines the qualifying workforce population for this category, including specific occupations, qualifying employers, income thresholds, and the documentation or certification method that will be used to verify applicant eligibility (e.g., employer verification letter, union membership, professional licensure or certification, farm labor records).

Model Projects and Partner Organizations*

Identify any comparable or model projects the applicant is referencing in developing this project (e.g., RUPCO's Lace Mill for Artist Housing) and any partner organizations the applicant is working with, such as employers, unions or trade associations, agricultural organizations, veteran service organizations, or workforce development boards.

Occupational Eligibility and Fair Housing Compliance*

Describe the occupational or workforce eligibility criteria proposed for this category. Confirm that any occupational preference will be structured as a ranked priority among otherwise-eligible applicants, consistent with the NYS Human Rights Law and the Fair Housing Act, and not as an eligibility restriction. Describe the affirmative marketing plan to the general public.

Section III: Experience and Development Team

Affordable Housing Experience

Describe your experience developing or administering other affordable housing projects. Briefly describe past achievements in carrying out up to three similar projects and evidence of success in meeting proposed budget and timetables. Summarize the method of construction (e.g, use of general contractor, construction manager, etc.) used in these projects. (Max. Characters: 5000)

Development Team

Identify the development and management team, including the developer, contracted development professionals, and construction contractors. For each member of the development team, describe their qualifications and experience describe their three most recent completed projects similar in scope to the proposed project. The Ulster County Housing Action Fund will prioritize projects that include partnerships with minority and women-owned businesses for consultants, contractors, and sub-contractors. (Max. Characters: 5000)

Resumes

Attach a resume for each of the key members of your development team or a description of their role in three projects representative of the proposed project. If available, for proposed or actual building contractors only, use AIA form A305.

Homeownership Project Experience

For affordable homeownership projects (includes buildings with owner-occupied units), describe your team's experience in managing the program, including program marketing and qualifying applicants.

Supportive Housing Project Experience

For projects including supportive housing units, describe your team's experience in providing supportive services to the population you propose to serve and details of staffing plans to provide necessary services.

References

Please list two references. Please list two references. Please provide one reference from a financial institution and one reference from a previous project you have completed (e.g., owner, elected official).

Reference 1*:

Reference 2*:

Section IV: Project Design

Target Population*

Who is the target population to be served and how will their needs be addressed through this project?

Supportive Housing

If this project includes supportive housing, please state the intended population(s) and the number of units allocated for supportive housing.

Unit Description Table

Please download the **Housing Action Fund – Budget Submission Forms.xlsx** spreadsheet, available on the Housing Action Fund website, and locate the tab with the applicable template.

Rental Unit Description

Complete the appropriate unit mix table for the type of housing proposed. All unit types (e.g., duplex, apartment, etc.) should be listed even if they are not classified as affordable. If a unit is a supportive unit, please note that in the Amenities/Notes column. Please use the *Rental Unit Description* template found in the "Housing Action Fund – Budget Submission Forms.xlsx"

For Sale Unit Description

Complete the appropriate unit mix table for the types of housing proposed. All unit types should be listed even if they are not classified as affordable. If a unit is a supportive unit, please note that in the Amenities/Notes column. Please use the *For Sale Unit Description* template found in the "Housing Action Fund – Budget Submission Forms.xlsx".

Site Details*

Describe site details such as landscaping, sidewalks, or other amenities.

Mixed Use / Mixed Income*

Describe how the project encourages a mix of uses and/or incomes.

ADA Accessibility*

How many units will have full ADA accessibility?

Universal Design Elements*

Describe the universal design elements or other design features that could serve a variety of special needs populations.

Construction Materials*

Describe the use of durable or environmentally friendly building materials that will ensure quality construction, minimal repair and maintenance, and durable lifespan such as thermal resistance (i.e., R values), window types, fixtures, cabinetry, appliances, or other features and amenities.

Design / Construction Standards*

Describe any additional design or construction standards that indicate quality and finish levels with specific examples of interior, exterior, street, and landscaping.

Project Design Documents

Please attach any design documents available. For all applicants who are awarded funds, the full and final Construction Documents/Drawings (CD) must be submitted to the Ulster County Planning Department to ensure the project meets all design and sustainability requirements.

Section V: Affordability

Permanent Affordability*

Explain how the project will remain affordable for at least 50 years through methods such as income monitoring and/or remain permanently affordable through a community land trust or other tool.

Income Level Affordability*:

Explain how residents of various income levels will be able to afford the proposed housing, including the minimum income needed to afford the proposed units and the housing cost as a percentage of area median income. If the project includes the development of for-sale housing to income-eligible owners, describe the permanent mortgage underwriting criteria that will be permitted (maximum debt-to-income ratios, maximum interest rates, etc.)

Income Verification*

Explain how your organization will verify the incomes of potential tenants or homebuyers at the time of entry and monitor the rental or sales price of the affordable units to ensure that housing expenses do not exceed 30% of a household's monthly income.

Resident Screening*

If the project is using additional screening beyond income eligibility, please describe the criteria to be used. Applicants are strongly encouraged to ensure that criminal background requirements be no more restrictive than necessary and should be aware that the U.S. Department of Housing and Urban Development has issued guidance on the application of Fair Housing Act standards to the use of criminal records by providers of housing and real estate-related transactions.

Marketing Process*

Explain your organization's process for marketing to ensure an adequate pool of income-eligible renters and/or buyers.

Section VI: Project Readiness

Site Control Status*

What is the status of site control (e.g., does the applicant have title, an option to purchase, long-term lease, etc.)?

Project Design Status*

Describe the status of project design drawings.

Project Approvals*

What is the project status regarding site plan approvals, zoning approvals, State Environmental Quality Review (SEQR) Act requirements, NEPA, etc.)?

Environmental Issues*

Is there any known or suspected environmental contamination of the site? If so, please provide details (type, source, extent) of the contamination and needed remediation.

Implementation Timeline*

Describe the current status of the project and the proposed timeline for project implementation with key milestones included (please include specific time periods for Programming (Pre-design), Schematic Design (SD), Design Development (DD), Construction Documents/Drawings (CD), Bidding, and Construction).

Evidence of Site Control

Attach evidence of site control.

Local Support

Attach evidence of local support if available (e.g., letter or resolution from municipality, community organizations serving low-and- moderate income individuals, or other evidence of community support).

Section VII: Financial Feasibility

Financial Feasibility Documents

*To complete the following section, please use the templates in the "**Housing Action Fund – Budget Submission Forms**" spreadsheet, downloadable at **ulstercountyny.gov/housing-action-fund**.*

Development Budget*

Attach a detailed project development budget in Excel format showing all sources and uses of funds. Please use the "**Development Budget**" template.

If no development budget exists, please attach a document describing your strategy to create a feasible development plan and preliminary financing plan including adequacy of work plan to overcome feasibility obstacles.

Source of Funds*

Complete the table indicating the sources of funds and status of funds. Please use the "**Source of Funds**" template.

Rental Financial Feasibility Documents

If you are developing a property for rent, please attach a Rental Operating Budget and a 10-year Cash Flow Analysis showing estimated income, expenses, net operating income, debt service, and cash flow. Please use the "**Rental Operating Budget**" and "**Rental 10-Year Cash Flow Analysis**" templates.

For-Sale Property Financial Feasibility

If you are developing a for-sale project, please attach a For Sale Unit Pricing and a For Sale Net Sales Proceeds and Distribution of Funds. Please use the "**For Sale Unit Pricing**" and "**For Sale Net Sales Proceeds, Distribution of Funds**" templates.

Other Funding

Housing Action Fund Support Narrative*

Describe how the Housing Action Fund grant funds will leverage other funding and describe the relationship between the funds requested and total funding. Please describe how the project would change if partial funding were awarded. Please also describe how the project would change if there was no funding from the Housing Action Fund.

Funding Commitments

If available, attach third-party evidence of financing/funding commitments. These commitments must be current commitments and available for expenditure during the time frame outlined in the proposed development schedule.

Property Appraisal

Please attach the property appraisal (if available).

Section VIII: Sustainable Development

As discussed in the NOFA document, most projects that receive funds from the Housing Action Fund will be required to meet sustainability requirements.

For projects with 10 or less units, projects must meet the 2023 Homeownership Design Standards developed as part of the Affordable Homeownership Opportunity Program.

For projects with 11 or more units, projects must meet the New York State Homes and Community Renewal (HCR) 2025 Sustainability Guidelines: New Construction or the 2025 Sustainability Guidelines: Existing Buildings. For all projects, provide information on how the project will meet each of the applicable sustainability standards.

2023 Homeownership Design Standards

For projects with **10 or less units**, explain how the project will meet the 2023 Homeownership Design Standard and their third-party verification process or attestation of meeting the requirements for projects with four units or less.

New York State Homes and Community Renewal (HCR) Sustainability Guidelines

For projects with **11 or more** units, explain how the project will meet the HCR 2025 Sustainability Guidelines.

Section 1: Core Sustainability Requirements*

Describe how the project will mee the Sustainability Guideline's Core Sustainability Requirements. Include details on how the project will meet each of the requirements (i.e., All-Electric building systems and appliances, Third-party Standard Certification).

Section 2: Building Performance Requirements*

Describe how the project will mee the Sustainability Guideline's Building Performance Requirements. Include details on how the project will meet each of the requirements (i.e., Energy Star or CEE Tier 1 certification appliances, Energy Star Certified LED Lighting, Building Envelope requirements, HVAC and heat pump requirements, Domestic Hot Water system requirements, Ventilation requirements, Water Efficiency requirements).

Section 3: Additional Sustainability Requirements*

Describe how the project will mee the Sustainability Guideline's Additional Sustainability Requirements. Include details on how the project will meet each of the requirements (i.e., Indoor Environmental Quality Practices, Sustainable Construction Practices, Operations Requirements, Site Requirements, Solar Considerations, Resiliency Requirements).

Section IX: Site Selection and Location

Site Proximity*

Describe the proximity of the project site to public transportation, amenities, and services to promote walkability and reduce reliance on private vehicles. Discuss the project's efforts for integration within existing neighborhoods and community context to foster social cohesion and inclusivity.

Site Hazards and Resiliency*

Discuss the project's consideration of environmental factors and natural/manmade hazards such as flood zones, extreme weather, drought, and climate change. Discuss project features that will create a more resilient project to the current and project future impacts of climate change.

Plan Alignment*

Explain how the proposed project aligns with the Comprehensive Plan and any other relevant plans adopted by the local municipality where the project is located.

Local Housing Policy and Housing Smart Communities Initiative*:

Discuss whether the project is located in a municipality that has joined the Ulster County Housing Smart Communities Initiative and is consistent with all local housing policies adopted by the municipality.

Property Tax Implications*:

Explain how new housing will pay a fair share of taxes, or payments in lieu of taxes, so as not to shift the cost of providing public services and infrastructure to other residents.

Section X: Project Supporting Documents

Include any other information useful in describing your project such as marketing materials, waiting lists, etc. If you include additional documents, please provide a table of contents or other document to help reviewers navigate the attachment.

Nonprofit Applicants

Please attach the following documents for your organization.

- Auditor's Findings Most Recent Financial Statement
- Most Recent Audited Financial Statement
- Certificate of Incorporation
- List of Board of Directors (names & employment)
- IRS 501(c)3 Tax Status Letter

Private Developer Applicants

Please provide the following documents for your organization.

- Statement of Financial Position
- Federal Tax Return (most recent)
- List of Principals
- List of Related Entities (names & addresses)
- Affordability Monitoring Agreement

Application Certification and Execution

Provide a dated and executed certification/signature page using the Application Certification and Execution Form found at **ulstercountyny.gov/housing-action-fund**

Checklist of Required Application Documents

Applicant Experience

- □ Resumes

Project Design

- □ Rental Unit Description or For-Sale Unit Description
- □ Design Documents

Evidence of Site Control

- □ Site Control Document(s)

Financial Feasibility

- □ Source of Funds
- □ Development Budget
- □ Funding Commitment Documents

For Rental Financial Feasibility Documents

- □ Rental Operating Budget
- □ Rental 10-Year Cash Flow Analysis

For For-Sale Property Financial Feasibility

- □ For Sale Unit Pricing
- □ Rental 10-Year Cash Flow Analysis

Property Appraisal

- □ Appraisal Documents (if available)

For Nonprofit Applicants

- □ Auditor's Findings Most Recent Financial Statement
- □ Most Recent Audited Financial Statement
- □ Certificate of Incorporation
- □ List of Board of Directors (names & employment)
- □ IRS 501(c)3 Tax Status Letter

For Private Developer Applicants

- □ Statement of Financial Position
- □ Federal Tax Return (most recent)
- □ List of Principals
- □ List of Related Entities (names & addresses)
- □ Affordability Monitoring Agreement

Application Certification and Execution

- □ Statement of Financial Position

Workforce Housing of Ulster County (if applicable)

- □ Workforce Housing Supplemental Application Information