

# Program Questions: HCR - New York Main Street Technical Assistance (NYMS-TA)

- Q\_1145** Is the applicant a unit of local government or an organization incorporated under the NYS Not-For-Profit Corporation Law that has been providing relevant service to the community for at least one year prior to application?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- Article 26 of NYS Private Housing Finance Law indicates that a New York Main Street program eligible applicant shall be a unit of local government or not-for-profit corporation in existence for a period of one or more years prior to application, which is, or will be at the time of award, incorporated under the not-for-profit corporation law and has been engaged primarily in community development activities.
- Q\_2311** Is the New York Main Street Technical Assistance (NYMS-TA) project request \$20,000 or less?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- Applicants may request up to \$20,000 for a NYMS-TA project. A minimum of 5% cash match is required.
- Q\_5411** NYMS Technical Assistance (NYMS-TA) project funds must be for future renovation project(s). This means that NYMS-TA funds may **not** be requested for project(s) currently under construction or actively participating in a NYMS renovation program. Is the NYMS Technical Assistance project related to a future renovation project?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_3168** Does the proposed target area meet the New York Main Street program eligibility criteria?
- Projects must be located in an eligible target area. Applicants will be required to identify how the target area meets all three components of the definition of an eligible target area provided in Article XXVI of the Private Housing Finance Law. Applications that provide unclear responses, do not address each of the three criteria, or do not provide sources or supporting documentation will be deemed ineligible.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- Projects must be located in an eligible target area. Applicants must clearly identify how the target area meets all three components of the statutory definition of an eligible target area. Article XXVI of the Private Housing Finance Law indicates that an eligible target area shall mean an area:
- (i) that has experienced sustained physical deterioration, decay, neglect, or disinvestment;
  - (ii) has a number of substandard buildings or vacant residential or commercial units;
  - and (iii) in which more than fifty percent of the residents are persons whose incomes do not exceed ninety percent of the area median income for the county or metropolitan statistical area (MSA) in which the project is located, or which is designated by a state or federal agency to be eligible for a community or economic development program.
- Applications that provide unclear responses, do not address each of the three criteria, or do not provide sources or supporting documentation will be deemed ineligible.
- Q\_3169** Has the municipality in which the project is located approved a formal resolution to submit the NYMS application or will the municipality prior to the submission of this application?
- Each municipality in which the proposed program will function must approve a formal resolution supporting an application for the proposed NYMS program. The resolution must be attached, and submitted with the application prior to the deadline.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- Applicants within New York City must obtain the resolution from the Community Board with jurisdiction over the project target area.
  - The resolution must be on official stationery and should hold an official seal or signature.
  - The resolution must be passed prior to the application deadline.
  - Draft or proposed resolutions are not acceptable.
  - Support letters do not meet this requirement.
  - The resolution must be for the current funding round, and the NYMS program application.
  - If the municipality or Community Board provides only a summary letter without the full text of the resolution, please also provide copy of the meeting minutes to document the vote and formal board resolution.
- Applications without a Municipal Resolution will be deemed ineligible.
- Q\_4270** NYMS-TA funds are disbursed on a reimbursement basis only.
- Does the applicant organization understand that cash or temporary financing will be required to complete and pay for the project before NYMS-TA funds will be released?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_2314** New York Main Street Technical Assistance (NYMS-TA) projects require matching funds. Is at least 5% in matching funds available for this project?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- The NYMS program operates fully as a reimbursement program. NYMS-TA projects require a minimum of 5% cash match.
- Q\_5412** Will the proposed project be complete within one year (12 months) of the award date?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_928** Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.
- Question Type: Location
  - Required: No
  - Answer Type: Short Answer
- Q\_971** Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.
- Question Type: Location
  - Required: No
  - Answer Type: Short Answer
- Q\_565** Project City
- Question Type: Location
  - Required: No
  - Answer Type: Short Answer

- Q\_568** Project State
- Question Type: Location
  - Required: No
  - Answer Type: Single Choice Dropdown
  - Choice Options: AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,ID,IL,IN,IA,KS,KY,LA,ME,MD,MA,MI,MN,MS,MO,MT,NE,NV,NH,NJ,NM,NY,NC,ND,OH,OK,OR,PA,RI,SC,SD,TN,TX,UT,VT,VA,WA,WV,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
  - Default Answer: NY
- Q\_1034** Project ZIP Code. (please use ZIP+4 if known)
- Question Type: Location
  - Required: No
  - Answer Type: Short Answer
  - Scoring Tips: To locate a Zip Code, click [HERE](#)
- Q\_972** Project county or counties.
- Question Type: Location
  - Required: Yes
  - Answer Type: Short Answer
- Q\_184** NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)
- Question Type: Location
  - Required: Yes
  - Answer Type: Integer
  - Scoring Tips: Click [HERE](#) to determine your Assembly district.
- Q\_190** NY Senate District where the project is located. (please enter a number between 1 and 63 that represents your Senate District)
- Question Type: Location
  - Required: Yes
  - Answer Type: Integer
  - Scoring Tips: Click [HERE](#) to determine your Senate district.
- Q\_3527** US Congressional District where the project is located.
- Question Type: Location
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
  - Scoring Tips: To determine the US Congressional District, click [HERE](#)
- Q\_572** Project Latitude
- Question Type: Location
  - Required: Yes
  - Answer Type: Decimal
  - Scoring Tips: For projects that span multiple locations, please enter the (latitude/longitude) of your organization's home or central office in New York State.   
[Click HERE to determine Latitude](#)   
[Click HERE for a secondary site to determine Latitude](#)   
Your latitude must be between +40 and +49.99.
- Q\_573** Project Longitude
- Question Type: Location
  - Required: Yes
  - Answer Type: Decimal
  - Scoring Tips: For projects that span multiple locations, please enter the (latitude/longitude) of your organization's home or central office in New York State.   
[Click HERE to determine Longitude](#)   
[Click HERE for a secondary site to determine Longitude](#)   
Your longitude must be between -70 and -79.9.
- Q\_5257** Contact Salutation
- Question Type: Basic
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - Choice Options: Mr., Mrs., Ms., Dr.
- Q\_550** If you are a DBA, what is your DBA name?
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_549** Type of Applicant (select all that apply)
- Question Type: Basic
  - Required: Yes
  - Answer Type: Multi Choice
  - Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, HDFC, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College
- Q\_556** Select an applicant ID type from the list below that you normally use to identify your organization on application forms.
- Question Type: Basic
  - Required: Yes
  - Answer Type: Multi Choice
  - Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)
  - Scoring Tips: Applicants will be required to provide the specified ID number upon request by the funding agencies.

**Q\_2655** Based on your selection from the previous question, enter your applicant ID number. (Please do not provide your social security number).

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_969** If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWB)?

- Question Type: Basic
- Required: No
- Answer Type: Single Choice Radio Button
- Choice Options: Yes, No, N/A

**Q\_547** Contact First Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_1049** Contact Last Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_1050** Contact Title

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

**Q\_5490** Primary Organization

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

**Q\_3688** Contact Street Address

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_3689** Contact City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_3690** Contact State

- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

**Q\_3691** Contact ZIP Code

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_562** Primary Contact Phone Number. (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

**Q\_3692** Contact Email

- Question Type: Basic
- Required: Yes
- Answer Type: Email

**Q\_5475** Contract Salutation

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Mr., Mrs., Ms., Dr.

**Q\_5476** Contract First

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_5477** Contract Last

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**Q\_5478** Contract Title

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

- Q\_5491** Authorized Organization
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_5479** Contract Street
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_5480** Contract City
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_5481** Contract State
- Question Type: Basic
  - Required: Yes
  - Answer Type: State Dropdown
- Q\_5482** Contract Zip
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_5483** Contract Phone
- Question Type: Basic
  - Required: Yes
  - Answer Type: Phone
- Q\_5484** Contract Email
- Question Type: Basic
  - Required: Yes
  - Answer Type: Email
- Q\_5493** Additional Salutation
- Question Type: Basic
  - Required: No
  - Answer Type: Single Choice Dropdown
  - Choice Options: Mr., Mrs., Ms., Dr.
- Q\_1052** Additional Project Contact First Name
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_970** Additional Project Contact Last Name
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_1051** Additional Contact Title
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_5492** Additional Organization
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_3693** Additional Contact Street Address
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_3694** Additional Contact City
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_3695** Additional Contact State
- Question Type: Basic
  - Required: No
  - Answer Type: State Dropdown
- Q\_3696** Additional Contact ZIP Code
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_3697** Additional Contact Telephone Number
- Question Type: Basic
  - Required: No
  - Answer Type: Phone

- Q\_561** Additional Contact Email Address
- Question Type: Basic
  - Required: No
  - Answer Type: Email
- Q\_4199** Please select the primary sector or characterization that best defines this project.
- Question Type: Basic
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q\_4198** Please select the secondary sector or characterization that best defines this project.
- Question Type: Basic
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q\_3744** If the project is included in a NY Rising Community Reconstruction Program plan or a NY Rising Countywide Resiliency Plan, please indicate the planning committee name, project name, and location.
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_6048** Does your project advance downtown revitalization?
- Question Type: Basic
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips: If your project will advance downtown revitalization, identify the concepts that will be utilized as outlined in the [Downtown Revitalization Initiative](#).
- Q\_6047** If Yes, please detail how it will attract and retain residents, visitors and businesses and transform neighborhoods.
- Question Type: Basic
  - Required: No
  - Answer Type: Long Answer
  - Characters: 1 - 600
  - Scoring Tips: If your project will advance downtown revitalization, identify the concepts that will be utilized as outlined in the [Downtown Revitalization Initiative](#).
- Q\_575** Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.
- Question Header: Project Description
  - Question Type: Basic
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 2000
  - Scoring Tips: Please includes details relevant to all programs on this application. Programs on this application are: {{program\_list}}
- Q\_976** Statement of Need
- Question Type: Basic
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 850
  - Scoring Tips: Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.
- Q\_2366** How does your project align with the Regional Economic Development Council's Strategic Plan/Upstate Revitalization Initiative Plan? (strategic plans are located at <http://www.nyscfaprojectdata.ny.gov/> )
- Question Type: Basic
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 850
  - Scoring Tips: Describe how the proposed project advances the REDC/URI plan for the region, specifically linking the project to the region's goals, strategies, and targeted industry clusters. A response to this question should directly and specifically link the project to a section or sections of REDC/URI plan for the region.
- Q\_929** Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_2362** If funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)
- Question Header: Prior CFA Funding
  - Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_4160** For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable. This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.
- Question Type: Basic
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 5000
- Q\_3531** Municipal Resolution.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
  - Scoring Tips: Each municipality in which the proposed program will function must approve a formal resolution supporting an application for the proposed NYMS program. The resolution must be attached, and submitted with the application prior to the deadline.
    - Applicants within New York City must obtain the resolution from the Community Board with jurisdiction over the project target area.
    - The resolution must be on official stationery and should hold an official seal or signature.
    - The resolution must be passed prior to the application deadline.
    - Draft or proposed resolutions are not acceptable.
    - Support letters do not meet this requirement.

- **The resolution must be for the current funding round, and the NYMS program application.**
  - If the municipality or Community Board provides only a summary letter without the full text of the resolution, please also provide copy of the meeting minutes to document the vote and formal board resolution.
  - Contact HCR\_CFA@nysshr.org for a template resolution.
- Applications without a Municipal Resolution will be deemed ineligible.

**Q\_3644** Project Map - Provide a map that clearly shows the proposed project site or service area, in relation to the municipal boundaries. Label relevant adjacent buildings or project sites.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

**Q\_3543** Financial Commitment Documentation.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

Provide commitment letters for any sources of matching or leveraged funds contributing to the project. Applicants documenting high percentages of committed matching and leveraged funds will receive the highest scores. Sources will not be considered committed without formal documentation.

- Letters of support/interest are not formal financial commitments, but may be included to document property owner interest and project readiness.
- Formal financial commitment documentation may include grant award letters from local or state agencies (related to the current project only), building owner commitment letters with accompanying bank statements, and board minutes approving administrative funding for the program.
- Do not include commitment letters for funds not directly related to the proposed project.
- Pledge cards and bank statements are not sufficient without a formal expression of commitment for a specific activity or building project. A pledged donation outside of the contract term is not an acceptable source of match or leverage.
- All documented commitments should correspond with the budget narrative and Sources & Uses table.
- Consolidate all relevant financial commitment documentation into a single PDF and attach.

**Q\_4352** Certificate of Incorporation & Filing Receipt - Required for not-for-profit organizations.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

- The name of the organization on the Certificate of Incorporation document must match the applicant's name.

- If the organization's Certificate of Incorporation includes an Amendment, please submit the Amendment as well as the Certificate of Incorporation and the related filing receipts.

- This requirement does not apply to municipal applicants (City, Town, Village, County).

Please contact HCR\_CFA@nysshr.org with questions.

**Q\_2361** Project Photographs

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

If applicable, provide digital photographs of the proposed project site(s). Attach as a single PDF.

**Q\_1445** Support Letters

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

Consolidate all relevant project or program support letters into a single PDF and attach.

**Q\_5289** 1Deliverable

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

**Q\_5290** 2Deliverable

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

**Q\_5291** 1Start

- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

**Q\_5292** 1Completion

- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

**Q\_5293** 1Cost

- Question Type: Standard Question
- Required: Yes
- Answer Type: Money

**Q\_5294** 1TACost

- Question Type: Standard Question
- Required: Yes
- Answer Type: Money

**Q\_5295** 1PaymentDt

- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

**Q\_5299** 3Deliverable

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

**Q\_5300** 4Deliverable  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Short Answer

**Q\_5301** 5Deliverable  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Short Answer

**Q\_5302** 2Start  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5303** 3Start  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5304** 4Start  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5305** 5Start  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5306** 2Completion  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5307** 3Completion  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5308** 4Completion  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5309** 5Completion  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Date

**Q\_5310** 2Cost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

**Q\_5311** 3Cost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

**Q\_5312** 4Cost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

**Q\_5313** 5Cost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

**Q\_5314** 2TACost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

**Q\_5315** 3TACost  
• Question Type: Standard Question  
• Required: No  
• Answer Type: Money

- Q\_5316** 4TACost
- Question Type: Standard Question
  - Required: No
  - Answer Type: Money
- Q\_5317** 5TACost
- Question Type: Standard Question
  - Required: No
  - Answer Type: Money
- Q\_5318** 2PaymentDt
- Question Type: Standard Question
  - Required: No
  - Answer Type: Date
- Q\_5319** 3PaymentDt
- Question Type: Standard Question
  - Required: No
  - Answer Type: Date
- Q\_5320** 4PaymentDt
- Question Type: Standard Question
  - Required: No
  - Answer Type: Date
- Q\_5321** 5PaymentDt
- Question Type: Standard Question
  - Required: No
  - Answer Type: Date
- Q\_3662** Provide a project abstract. The abstract must include formal applicant name, location of project area, amount of request, and general purpose of program. Sample text: The Sample Organization will use \$20,000 in New York Main Street Technical Assistance funds to complete feasibility studies and code reviews for ten buildings the City of Sample's Downtown Neighborhood. The total project cost will be \$25,000, with \$5,000 from (specify).
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 1 - 400
- Q\_3634** Provide a concise description of the proposed project site, target area or service area that will benefit from the proposed project. Provide the name of the municipality(ies) with any commonly-used names for the neighborhood(s), or a specific street address if applicable. This description must be consistent with the required map.
- Question Header: NYMS Technical Assistance Project Target Area
  - Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 1 - 200
- Q\_3864** TAEligPartI
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 0 - 1000
  - Scoring Tips:
- Projects must be located in an eligible target area. Explain how the proposed target area meets each of the three components of the statutory definition of an eligible target area. Article XXVI of the Private Housing Finance Law indicates that an eligible target area shall mean an area:
- (i) that has experienced sustained physical deterioration, decay, neglect, or disinvestment;
- (ii) has a number of substandard buildings or vacant residential or commercial units;
- and (iii) in which more than fifty percent of the residents are persons whose incomes do not exceed ninety percent of the area median income for the county or metropolitan statistical area (MSA) in which the project is located, or which is designated by a state or federal agency to be eligible for a community or economic development program.
- Applications that provide unclear responses, do not address each of the three criteria, or do not provide sources or supporting documentation will be deemed ineligible.
- The Target Area described must match the Target Area Map provided.
- NYS Homes & Community Renewal provides financial support for 222 not-for-profit community-based housing corporations to perform housing and community renewal activities statewide. Preservation Companies are located in most areas of the state and primarily serve low- and moderate-income residents. Preservation Companies are required to serve areas where there are significant unmet housing needs for the low and moderate income population. The areas that they serve are described in the annual report available on the HCR website, or here: <http://www.nyshcr.org/Programs/NPP/HousingOrgs.htm>
- Identify all Census Tracts and Block Groups and the Low/Moderate Income percentage (LOWMOD\_PCT) for each.
- The following mapping tool available online will provide the information by address: <http://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>
- Provide the information separated by commas and semicolons, for example:  
Block Group 1, Census Tract 11, LMI 84%; Block Group 4, Census Tract 2, LMI 78%.
- Q\_3865** TAEligPartII
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 0 - 1000
- Q\_3866** TAEligPartIIIa
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
  - Scoring Tips:
- Q\_4275** TAEligPartIIIb
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 0 - 500
- Q\_4284** TAEligPartIIIc
- Question Type: Standard Question
  - Required: Yes

- Answer Type: Short Answer
- Scoring Tips:

**Q\_4285**

TAEligComments

- Question Type: Standard Question
- Required: No
- Answer Type: Long Answer
- Characters: 0 - 500

**Q\_5455**

Explain the project budget. Identify the estimated costs, and planned sources of funds for the proposed project.

- Be specific, and list each source in a consistent format.
- This explanation of the program budget must be consistent with the required Sources and Uses budget table at the end of this application.
- If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.

- Question Header: NYMS Technical Assistance Project Budget
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

**Q\_4359**

NYMS Technical Assistance funds cannot be used for general grant administration expenses. Identify the source(s) of administrative/operational funding for the project.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

**Q\_4360**

Explain the applicant's procurement policies/procedures, and the specific process to be used for the NYMS-TA project. Professional Services to be reimbursed with NYMS-TA funds will require a minimum of two bids to establish a reasonable project cost.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000
- Scoring Tips:

**Q\_2376**

Outline the process for developing the proposed project budget and establishing the NYMS-TA request amount. Explain how a reasonable project cost will be determined. Outline how the project will be financed prior to NYMS-TA reimbursement, and identify the source of required matching funds.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Scoring Tips:

The NYMS program operates fully as a reimbursement program. The project must be completed, and paid for prior to requesting reimbursement with NYMS funds. A minimum of 5% cash match is required.

**Q\_5456**

Identify the specific, tangible, deliverables to be produced by the proposed NYMS technical assistance project.

- Include the estimated timeline for completing each of the identified deliverables.
  - Outline other anticipated immediate and long term outcomes for the proposed project.
- This response should be consistent with and supplement the Project Workplan Table.  
Contact NYMS Program staff with questions related to NYMS-TA project eligibility.

- Question Header: NYMS Technical Assistance Project Workplan
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000

**Q\_3638**

NYMS-TA funds are intended to improve a community's readiness to administer a future NYMS building renovation program. Two essential elements in successful administration of a New York Main Street renovation program are a clear understanding of the needs of the project community, and interest from mixed-use property owners.

Identify, specifically, how the proposed project will improve a community's capacity or readiness to administer a future NYMS building renovation program.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000

**Q\_2379**

Outline the specific action plan for implementing the deliverables produced with the NYMS-TA funds. For example, an applicant should present a plan for pursuing formal municipal adoption of architectural design guidelines produced, or present a timeline for applying for NYMS building renovation funds to complete an adaptive reuse project.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

**Q\_3137**

Describe the procedures in place to administer the requested New York Main Street grant.

- Identify staff assigned to work on the proposed program and their specific roles.
- Describe specific staff experience or training relevant to the implementation of the NYMS Program.
- Identify administrative procedures in place to ensure timely implementation for proposed project. For NYMS renovation projects, specifically identify supplements to the NYMS Administrative Plan.
- Other procedures or plans that demonstrate applicant understanding of NYMS Program rules, and demonstrate readiness.
- Identify issues or delays encountered during the administration of earlier grants, and explain procedural changes implemented to avoid these issues or delays in the administration of future grants.

- Question Header: NYMS Administrative Procedures
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000

**Q\_3641**

Grant administration experience is important for evaluating an applicant's capacity to administer the proposed grant. Provide examples of grant administration experience within the past three years.

- List each example in a consistent format.
- Examples should be relevant to the proposed project.
- Each example must specify funding source and agency, amount of funding, use of funds, total project cost, contract number or ID and completion date.
- Clearly indicate whether the example provided was administered by the applicant, a consultant, or other involved party.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000

- Q\_3139** Describe the local support for the downtown revitalization process.
- Identify other planned or existing community development and revitalization efforts this program will be linked to.
  - Identify all program partners and stakeholder groups that have a role in local downtown revitalization efforts. Provide specific details related to their involvement in the proposed program.
  - Identify how the proposed project involves coordination in community based planning and collaboration.
  - If any of the support described is formally documented by letters or agreements, please attach to the application.
- Question Header: Local Initiative & Project Support
  - Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 4000
- Q\_3628** Document the residential and commercial need for the proposed project in specific, measurable terms and discuss the anticipated residential and commercial impact of the proposed project on the neighborhood and larger community.
- Please address the following:
  - Business conditions in the area, including vacancy rates for existing commercial space;
  - Regional unemployment and socio-economic indicators that affect the project area, or other external factors such as regional economic trends or institutional investments that will impact the area during the next five years;
  - Existing housing conditions, vacancy rates and housing affordability;
  - Leveraging of other resources;
  - Explain how the proposed program will enhance the existing assets of the target area, including historic buildings and small or unique businesses in the target area;
  - Describe the impact that the investment of these funds will have on alleviating substandard housing conditions in the target area;
  - Describe the impact that the investment of these funds will have on increasing accessible, affordable housing opportunities in the target area;
  - Describe the overall anticipated accomplishments and how the project contributes to local planning and development efforts.
  - Applicants should reference pertinent sections of adopted local plans to support the proposed project.
- Question Header: Need & Impact
  - Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 4000
- Q\_3533** Explain the need for public investment in the community, and specifically the need for public investment in the proposed project.  
Explain why the private sector has been unable to address the community needs.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 3000
- Q\_3345** I understand that NYS Homes and Community Renewal may require additional project information or modifications to the original project proposal as a condition of award.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Yes/No
- Q\_1037** By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.
- Question Header: General Certifications
  - Question Type: Certification
  - Required: Yes
  - Answer Type: Short Answer
- Q\_1038** By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.
- Question Type: Certification
  - Required: Yes
  - Answer Type: Short Answer
- Q\_4361** Has the applicant or any of its affiliates, including participating property owners or contractors, been cited for a violation of State, Federal, or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or other operating practices. Indicate Yes or No, and if Yes, provide an explanation.
- Question Type: Certification
  - Required: Yes
  - Answer Type: Short Answer