

**APPLICATION**  
**Sullivan County New Rental Construction Program**

## **PROGRAM DESCRIPTION**

### **Program Overview**

The new rental housing construction program provides grant funding towards the creation of new affordable rental housing in Sullivan County. This program will provide funding for the creation of new affordable housing units via new construction or adaptive reuse of non-residential structures. The goal of this program is to increase the supply of quality rental housing stock that is affordable for low- and moderate-income Sullivan County residents. For additional program details see the Notice of Funding Availability (NOFA).

### **Eligibility**

Eligible applicants are developers with affordable housing experience and a demonstrated capacity to successfully develop affordable housing in New York State. Eligible projects include new construction or adaptive reuse developments that create new affordable rental housing units in Sullivan County. Developments may be completely affordable, or a mix of affordable and market rate; however, funding from this program may only go towards affordable units.

### **Affordability Requirements**

Projects that receive funding from this program will be subject to a 30-year term of affordability commencing upon the completion of the project. To be considered affordable for the purposes of this program, a unit must be rented at a price that is affordable to a household earning 60% of Sullivan County AMI or less. Higher maximum per-unit award amounts are available for creating units with deeper levels of affordability. In these affordable units, rent cannot exceed 30% of a household's monthly income.

## **SUBMISSION INSTRUCTIONS**

Submit this completed application and the Required Submission Documents (page 6) to:

Sullivan County Division of Planning, Community Development and Environmental Management  
County Government Center  
100 North Street, PO Box 5012  
Monticello, NY 12701

For questions about this program contact: [planning@sullivanny.gov](mailto:planning@sullivanny.gov)

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**PART I. PROPERTY INFORMATION**

Property address:	
Project name:	
Type of ownership structure (e.g. partnership, LLC, etc.):	
Name of ownership entity:	

**PART II. APPLICANT INFORMATION**

Applicant name:	
Applicant address:	
Applicant phone number:	
Applicant email:	
Is the Applicant the primary contact for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, skip to PART IV)</i>
Primary contact name:	
Primary contact address:	
Primary contact phone number:	
Primary contact email:	

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**PART III. PROJECT DESCRIPTION**

Provide an overall description of the project that includes the proposed total number of units, type of units (e.g. efficiency, 1-BR, 2br, etc.), and a breakdown of which units will be affordable and at what level of affordability.

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Describe the design details of the project including things like construction materials, finish, landscaping, community amenities, ADA accessibility, and universal design standards.

Describe how the project consistent with county and local comprehensive plans and other relevant planning documents and regulations. Include a discussion of how the project is consistent with the local zoning code and whether any variances will be required.

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Describe the current status of the project including what approvals have been secured, if any.

**PART IV. AFFORDABILITY**

Describe the plan for ensuring that the project adheres to the Affordability Requirement of this program for at least 30 years. Include discussion of income monitoring, income verification, and marketing plans to reach local income-eligible residents.

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**PART V. FINANCIAL INFORMATION**

Provide a development budget with a detailed breakdown of spending categories. If there is no development budget yet, provide an estimated budget with as much detail as possible.

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Provide a detailed list of all funding sources for this project. For each funding stream, provide the source, type of funding, and amount.

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Describe how the funding requested from this program will impact the project (e.g. will this project be financially infeasible without the requested funds? Will the requested funds allow the project to include more affordable units or units at a deeper level of affordability?).



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Provide a detailed operating budget for the project that includes a cash flow analysis showing estimated income, expenses, and operating income over a 10-year time period.

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**PART VI. APPLICANT QUALIFICATIONS & EXPERIENCE**

**Development Team**

Provide the name and qualifications of each member of the development team (e.g. primary developer, construction contractors, and other relevant development partners).

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**Experience**

For each member of the development team describe up to three recent development projects they worked on and their role in each project. Include experience that demonstrates the ability to successfully develop affordable housing.

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**Required Submission Documents**

All applicants:

- Resumes of development team
- Evidence of site control / ownership

Private developers:

- Most recent federal tax returns
- Statement of financial position
- List of organization's principals

Nonprofit developers:

- Articles of incorporation
- Most recent financial statement
- List of organization's board of directors

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**APPLICANT CERTIFICATIONS**

The undersigned hereby submits an application to the Sullivan County New Rental Construction Program as described in the Program Description on Page 1 of this application.

The undersigned certifies that projects that receive funding from the Sullivan County New Rental Construction Program will be operated in accordance with the Program’s Affordability Requirements.

The undersigned acknowledges that failure to comply with the Sullivan County New Rental Construction Program requirements may result in the retraction of all funds disbursed to the property owner by Sullivan County under this Program.

The undersigned certifies that they, in accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), will not discriminate against any tenant based on basis race, color, religion, sex, familial status, national origin, or disability.

The undersigned certifies that to the best of their knowledge, all information in this application is true, accurate, and complete.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

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**Required Submission Documents**

Copy of valid photo ID

Copy of deed to the property

Copy of a recent mortgage statement

Copy of property insurance coverage

Copy of organizational documents (if applicable)

## Sullivan County Rental Rehabilitation Program

# Evaluation Criteria

### Developer Experience (Maximum 20 points)

- Applicant has experience developing affordable housing
- Applicant has experience securing other funding sources to develop affordable housing
- Applicant is familiar with the regulatory environment in New York State
- Applicant has a good track record, are in good standing with local governments and up to date on all applicable taxes

### Project Feasibility / Readiness (Maximum 20 points)

- Applicant can demonstrate site control
- Applicant provides detailed project design and budgeting plan
- Applicant has secured all of the necessary funding to complete the project
- Project adheres to local zoning regulations and does not require a zoning variance; OR a zoning variance has been secured from the Zoning Board of Appeals of the municipality with jurisdiction.

### Project Design (Maximum 20 points)

- Project design is of appropriate scale and scope and fits the context of the site and adjacent land uses
- Project incorporates energy efficient building materials and design
- Project incorporates universal design standards and/or other accessibility considerations
- Project provides public amenities

### Affordability (Maximum 20 points)

- Project provides affordable units that target households earning less than program minimum of 60% AMI
- Applicant provides a detailed plan for ensuring that the affordable units remain affordable for at least 30 years
- Project provides a mix of housing options with units of varying size and affordability.

### Alignment with Sullivan County Goals (Maximum 20 points)

- Improves and/or increases housing stock for Sullivan County residents at varying levels of affordability, with a focus on households at or below 60% of Annual Median Income (AMI) levels. *Greater affordability will result in award of a greater number of points in this category, for example, units that reach 30-50% of AMI.*
- Aligns with the goals of the Sullivan County Comprehensive Plan.