

Consolidated Plan

2015
One-Year Action Plan



Bill de Blasio
Mayor, City of New York

Carl Weisbrod
Director, Department of City Planning

NYCPLANNING
DEPARTMENT OF CITY PLANNING CITY OF NEW YORK



Effective as of May 29, 2015

Consolidated Plan

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The City of New York

2015 CONSOLIDATED PLAN

May 29, 2015

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Annual Action Plan (AP-)

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of New York has based its five year Anticipated Resources projections for its four formula entitlement funded programs (CDBG, HOME, ESG, and HOPWA) on the premise that the funding levels for Consolidated Plan Programs Years 2016 through 2019 will be the same as the City expects to receive for the 2015 Consolidated Plan Program Year (Flat-level Funding).

It is important to note the 2011 Housing Vacancy Survey (HVS) housing conditions data (overcrowding, housing quality, and rent burden), the homeless populations, and persons living with HIV/AIDS data described in the previous Needs Assessment (NA-) and Market Analysis (MA-) sections represent the City of New York's actual housing needs in terms the creation, rehabilitation and retention of affordable housing and supportive housing.

In addition, it is not prudent to attempt to predict future Congressional appropriations for HUD formula entitlement programs, and therefore, the level of accomplishment that would be achieved through the expenditure of the future (unrealized) federal monies. Congress may reduce its appropriation to HUD in one or all of the years covered by this Strategic Plan. As a result, the City's projected Goals described in section SP-45, Goals Summary, may not be totally accomplished.

Lastly, while the City has made progress in addressing its priority needs, the level of its existing needs cannot be totally remedied within the next five years without a substantial increase in the level of federal funds appropriated to HUD by Congress.

With regards to the (one-year) expected resources as described in 2015 Action Plan (AP-) sections AP-15, Expected Resources, and AP-20, Annual Goals and Objectives, specific priorities for funds budgeted reflect the outcome of the City Charter mandated budget process that began with community board consultations in September 2013 and ended with adoption of the budget by the City Council the in June 2014. These specific allocations reflect consensus on the need to achieve the City's annual goals. Funds in the Action Plan originally budgeted in City Fiscal Year 2015 (which began on July 1, 2014) are subject to reallocation in the budget process for CFY16 (July 1, 2015). Please note that the projections in the tables should be considered as such. In no event should these initial estimates be misconstrued as a firm commitment on the part of the City to allocate these funds in the exact manner specified. If there are substantial changes, an amendment to the Consolidated Plan will be provided as described in the Citizen Participation Section.

Anticipated Resources

AP-Table 1- Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	153,438,038	40,137,469	25,499,000	219,074,507	876,298,028	Expected Remainder Amount is calculated at \$Year1 x 4 years.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	52,128,435	0	0	52,128,435	208,513,740	The City cannot be certain what funding HUD will award in the next four years (2016-2019). Therefore, we estimate that in each of these years the City will receive funding equal to 2015. As a result, the dollar amount in "Expected Amount Available Remainder of ConPlan" is the Year 1 entitlement grant allocation times four (4).

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	47,036,978	0	0	47,036,978	188,147,912	Expected remainder amount is calculated at \$Year1 x 4 years.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	13,600,063	0	0	13,600,063	54,400,252	Expected Remainder Amount is calculated at \$Year1 x 4 years.
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Permanent housing in facilities Supportive services Transitional housing Other	114,136,681	0	0	114,136,681	456,546,724	Annual allocation was determined from awarded Tier 1 and Tier 2 for FY2013 Competition grants and the 2013 Planning Grant. Expected Remainder Amount is calculated at \$Year1 x 4 years.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
LIHTC	public - state	Acquisition Multifamily rental new construction Multifamily rental rehab	12,500,000	0	0	12,500,000	50,000,000	The low income housing tax credit is a means by which the federal government provides funding, indirectly, for the construction and rehabilitation of low-income housing. Developers (and their investors,) who build developments or rebuild buildings and rent to a specified percentage of low-income tenants, receive a credit against their federal income taxes. By federal statute, eligible projects must target at minimum 20 percent of the units to households earning less than 50 percent of the median income or in New York City at least 25 percent of its units to households earning less than 60 percent of the median. There are two types of tax credits, 4% credits and the more valuable 9% credits. The 4% credits are available

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								to projects that are financed through private activity bonds while the 9% credits that are awarded through a competitive process. To obtain 9% credits developers must apply to the state housing agency in which their project is located, which decides which projects will receive the limited pool of tax credits allocated to their state. The State of New York delegates a portion of its allocation authority to the New York City Department of Housing Preservation and Development. HPD received approximately \$12.5 million in 2015 credit authority to be allocated during the 2014 funding round. Since the State Division of Housing and Community Renewal can allocate credits to projects in New York City

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								as well as throughout the rest of the State, additional projects may receive credits besides those allocated by HPD. HPD has an Allocation Plan that specifies the criteria used to select projects for allocation. Points are awarded to those projects based on the degree to which they satisfy criteria such as amount of subsidy required, sponsorship by non-profit organizations, and housing those with very low income, and the homeless. Any developer can compete for tax credits available, and credits are awarded on a competitive basis, so it is impossible to know in advance which projects will receive credits in a given year. In practice, most low-income housing projects in New York City require not only tax credits but also

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								additional public funds, such as low interest loans provided by the City. Among the programs likely to utilize the tax credit as a funding source in calendar year 2015 are the Supportive Housing Loan Program, Third Party Transfer, Multi-Family Participating Loan Program, HUD Multi-Family, Low Income Program and Participation Loan Program (PLP). Typically, HPD's tax credit allocations help fund rehabilitation or construction of approximately 1,000 low-income units per year. For calendar year 2015 HPD anticipates these aforementioned programs will be applying to provide the same amount of units sought in 2014. New York City cannot be certain what funding New York

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AP-8

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								State will award the City in the next four years (2016-2019). Therefore, we estimate that in each of these years the City will receive funding equal to 2015. As a result, the dollar amount in "Expected Amount Available Remainder of ConPlan" is the Year 1 credit allocation times four (4).
Section 8	public - federal	Rental Assistance	401,625,000	0	0	401,625,000	1,606,500,000	Actual FFY2015 amounts are pending HUD announcements (as of 02/25/15). HPD projects continued funding annually of \$386M. Furthermore, HPD projects supplementary annual funding of \$14M. The total projected amount is \$401M.
Other	private	Homeowner rehab	151,000	0	0	151,000	604,000	Neighborhood Housing Services (NHS) is a nationwide nonprofit organization. The aim of the program is to support neighborhood revitalization through housing preservation.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								NHS of New York City and its divisional offices provide below-market-rate interest financing to low- and moderate-income homeowners for the moderate rehabilitation of one- to four-family houses. A Revolving Loan Fund (RLF) has been established through prior years' CDBG allocations. The loan fund only consists of program income in the form of loan repayments and interest from notes receivable. The program is not receiving a new allocation in 2015. The balance of the revolving loan fund on 12/31/2014 was \$53,011. Program income during 2015 is projected to be \$97,717. The revolving loan fund balance and program income (\$150,728 rounded to \$151,000) will be used to fund new loans during 2015.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								<p>Through this program, NHS operates a variety of loan programs, which are described below. The standards for these loans are approved by the Department of Housing Preservation and Development.</p> <p>A) Emergency Repair Loans: loans not exceeding \$10,000 that are needed to correct an immediate threat to the health and safety of the occupants of the subject building or to perform lead paint remediation anywhere in New York City. B) Revolving Loan Fund (RLF) Core Loans: loans made to borrowers citywide. In order to qualify for a loan the borrower's annual income must be at or below 80% of the Area Median Income, currently \$67,100 for a family of four. Homeowners may borrow up to \$30,000</p>

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								per dwelling unit. NHS also leverages CDBG funds with private funds in order to maximize the productivity of the RLF Core Loan Program. C) Home Improvement Program (HIP) Option Loans: Homeowners who have been turned down for a City-sponsored Home Improvement Loan due to their insufficient income or credit history are eligible to apply. Homeowners may borrow a maximum of \$30,000 at below-market rates. Additionally, the borrowers' annual income must be at or below 80% of the Area Median Income. The main office of NHS is located at 307 West 36th Street in Manhattan (phone: 212-519-2500). Neighborhood offices are located at the following locations: 1451 East Gun Hill Road,

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								Bronx; 848 Concourse Village West, Bronx; 2806 Church Avenue, Brooklyn; and 60-20 Woodside Avenue, Queens.
Other-Community Development Block Grant – Disaster Recovery (CDBG-DR)	public - federal	Homeowner rehab Housing Public Improvements Public Services	4,213,876,000	0	0	4,213,876,000	0	

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

HPD City Funds -- Calendar 2015

HPD Capital matching Federal Funds

HPD's total capital budget for calendar year 2015 from all funding sources (including HUD) is approximately \$667,710,000. Of that amount \$574,180,000 comes from the City. Of the City funds, **\$375,094,000** is scheduled for programs that use City funds in conjunction with Federal funds (CDBG, HOME, Section 8, etc.). The remaining \$199,086,000 of City funds are used in programs that do not receive Federal funds.

The City uses a portion of this \$375,094,000 figure to meet its 12.5% requirement to match HOME funds, in addition to using the appraised value of tax exemptions. The latest full year for which match data are available indicate that the City's match was \$83,568,277 as reported in the FY 2013 Match Report, published in the 2013 Consolidated Plan Annual Performance Report (APR). The City thus exceeded the 12.5% minimum, all of which was calculated as the cash value of Capital funds. Estimates for next year's match amount and the portion constituting the cash value of Capital funds are not available at this time.

HPD Expense matching Federal Funds

HPD's total expense budget for calendar year 2015 from all funding sources (including HUD) is approximately \$555,324,370. Of that amount approximately \$79,556,815 comes from the City (tax levy, Inter-Fund Agreement (IFA), and Intra-City). Of the City funds, approximately **\$41,608,396** is scheduled for programs that use City funds in conjunction with Federal funds (CDBG, HOME, Section 8, etc.). The remaining approximate \$37,948,419 of City funds are used in programs that do not receive Federal funds.

HPD Capital without Federal Funds

In Calendar Year 2015, HPD expects to budget approximately **\$199,086,000** in programs that receive no Federal funds.

HPD Expense without Federal Funds

In Calendar Year 2015 HPD expects to budget approximately **\$37,948,419** in programs that receive no Federal funds.

*The Explanation as to how the City of New York meets its Matching Funds Requirement continues in the response section of the question labeled **Discussion** below.*

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

NOTE - THE FOLLOWING PERTAINS TO THE 2015 CONSOLIDATED PLAN PROGRAM YEAR ONLY:

HUD has informed the City that \$2,072,661 of its \$153,438,038 Federal Fiscal Year 2015 CDBG grant is from funds recaptured from other cities and may be subject to litigation. Therefore, these funds may not be made available to the City. In the event that reallocated funds are not received in 2015, all

proposed activities' 2015 budgets will be maintained at the estimated funding levels through the use of program income receipts as they are received throughout the course of the program year, including but not limited to proceeds from the sale of urban renewal properties.

Discussion

Conclusion of Explanation of Meeting the Matching Funds Requirement

HPD Capital and Expense

As the primary housing agency in the City of New York, HPD has used both City capital and tax levy funds to develop housing programs to address the needs of low-and moderate-income households. Although the funds received from the federal government are an essential element in the City's housing policy, HPD has created over 10 housing programs with no direct federal funds for the purposes of increasing housing production and maintaining the existing housing stock through the following activities: new construction, substantial and moderate rehabilitation, code enforcement, operating and maintenance costs, planning and administration, homeless prevention, infrastructure improvements, public service improvements, homeless assistance, rental assistance and other activities.

Non-federally funded HPD Programs

- Arverne Urban Renewal Area (URA)
- Edgemere URA
- Home Improvement Program (HIP)
- Housing Education Program (HEP)
- Inclusionary Housing Program
- Melrose Commons URA
- Nehemiah Gateway Estates at Spring Creek
- New York City Partnership New Homes /New Foundations Program
- Senior Citizen Home Assistance Program (SCHAP)
- Neighborhood Housing Services Loan Program (NHS)
- Taxable "80/20" Program
- Tenant Support Services
- Urban Renewal Associated Costs
- Multifamily Homeownership Program
- Multifamily Rental – Mod/Mid
- NYCHA Program
- Queens West / Hunters Point South
- Small Homes – Large Sites
- Small Homes – Scattered Sites
- Small Homes – NYCHA Program
- Year 15/Low-Income Housing Tax Credit Program (LIHTC)
- Mortgage Assistance Program
- West Bushwick URA
- Broadway Triangle URA

Emergency Solutions Grant Matching Funds

The City of New York provides a dollar for dollar match to the ESG award through City Tax Levy funds. In addition to the required matching funds, the City of New York provides additional City Tax Levy expense and capital funds that are used for family facilities and for overall agency administration. DHS also receives funding through Federal Temporary Assistance to Needy Families (TANF) and Homeless Assistance Funds from the State of New York, which are used for both single adult and family facilities and programs. A combination of all funding sources is dedicated to addressing the needs of homeless single adults and families and overall agency administration.

HOPWA Matching Funds

The City of New York invests in affordable and decent housing for low-income PLWHA. This commitment is evidenced by the fact that in 2014, for every HOPWA dollar spent, the City leveraged \$8.54 for a total of \$413,567,653. HOPWA dollars were combined with other federal resources, as well as State and City funding, to support HIV/AIDS housing and other services. HASA used City Tax Levy and matching State and federal dollars to fund case management and housing services as well as medical assistance, homecare, and homemaking services. HOPWA funds distributed to community-based organizations by DOHMH augmented City and State-funded services to persons with mental illness and HIV/AIDS. Almost all of the programs funded through DOHMH received in-kind and donations from the community based organizations providing their HOPWA-funded services.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

AP-Table2 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Independent living for the elderly and disabled	2015	2019	Public Housing Non-Homeless Special Needs		Administration - CDBG Public Housing	CDBG: \$675,000	Public service activities other than Low/Moderate Income Housing Benefit: 4554 Persons Assisted
2	Increase accessible hsg for people w/disabilities	2015	2019	Non-Homeless Special Needs		Administration - CDBG Housing - Privately-Owned	CDBG: \$217,000	Rental units rehabilitated: 5 Household Housing Unit Homeowner Housing Rehabilitated: 5 Household Housing Unit
3	Make the City more livable for ppl w/disabilities	2015	2019	Non-Homeless Special Needs		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$132,000	Public service activities other than Low/Moderate Income Housing Benefit: 178000 Persons Assisted

4	Prevent long-term displacement and homelessness	2015	2019	Homeless		Administration - CDBG Homelessness - Emergency Shelter	CDBG: \$14,558,000	Homeless Person Overnight Shelter: 1274 Persons Assisted
5	Reduce housing discrimination	2015	2019	Fair Housing		Administration - CDBG Housing - Fair Housing	CDBG: \$338,000	
6	Perform housing market analysis	2015	2019			Administration - CDBG Housing - Planning	CDBG: \$13,859,000	
7	Rapid Re-housing (ESG)	2015	2019	Homeless		Rapid Re-housing ESG Veterans Homelessness - ESG	ESG: \$272,001	Tenant-based rental assistance / Rapid Rehousing: 280 Households Assisted
8	Create Affordable Housing - New Construction	2015	2019	Affordable Housing		Housing - New Construction	HOME: \$25,298,543	Rental units constructed: 211 Household Housing Unit
9	Return foreclosed housing to private ownership	2015	2019	Affordable Housing		Administration - CDBG Housing - Affordable Housing	CDBG: \$22,921,000	Housing Code Enforcement/ Foreclosed Property Care: 3077 Household Housing Unit
10	Reduce homelessness among low-income PLWHA	2015	2019	Affordable Housing Homeless Non- Homeless Special Needs		Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)	HOPWA: \$47,036,978	Housing for People with HIV/AIDS added: 33635 Household Housing Unit

11	Increase housing stability among low-income PLWHA	2015	2019	Affordable Housing Non-Homeless Special Needs		Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)	HOPWA: \$47,036,978	Housing for People with HIV/AIDS added: 33635 Household Housing Unit
12	Promote access to care among low-income PLWHA	2015	2019	Affordable Housing Non-Homeless Special Needs		Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)	HOPWA: \$47,036,978	Housing for People with HIV/AIDS added: 33635 Household Housing Unit
13	Prevent Displacement and Reduce Cost Burdens-TBRA	2015	2019	Affordable Housing		Housing - HOME Tenant-Based Rental assistance	HOME: \$20,000,000	Tenant-based rental assistance / Rapid Rehousing: 1389 Households Assisted
14	Create New Homeownership Opportunities-Downpymnt	2015	2019	Affordable Housing		Housing - Homeownership assistance (Downpayment)	HOME: \$1,617,049	Direct Financial Assistance to Homebuyers: 90 Households Assisted

15	Preserve and improve occupied private housing	2015	2019	Private Housing	Code Enforcement Area Mott Haven/Hunts Point Bx - Morrisania/East Tremont Bx - Highbridge/South Concourse Bx - University Heights/Fordham Bx - Kingsbridge Heights/Mosholu Bx - Riverdale/Kingsbridge Bx - Soundview/Parkchester/Throggs Neck/Co-op City Bx - Pelham Parkway Bx - Williamsbridge/Baychester Bx - Williamsburg/Greenpoint/Bedford Stuyvesant Bk - Bushwick Bk - East New York/Starrett City Bk - Park Slope/Carroll Gardens/Sunset Park Bk - North Crown Heights/Prospect Heights Bk - South Crown Heights Bk - Borough Park Bk - Flatbush/Sheepshead Bay/Gravesend Bk - Brownsville/Ocean Hill Bk - Lower East Side/Chinatown Mn - Morningside/Hamilton Heights Mn - Central Harlem Mn - East Harlem Mn - Washington Heights/Inwood Mn - Jamaica Qn - Rockaways Qn - East Flatbush Bk	Administration - CDBG Housing - Privately-Owned	CDBG: \$88,994,000	Rental units rehabilitated: 16769 Household Housing Unit Housing Code Enforcement/ Foreclosed Property Care: 1129022 Household Housing Unit
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16	Homeless Prevention (ESG)	2015	2019	Homeless		Homeless Prevention - ESG Veterans Homelessness - ESG	ESG: \$2,176,010	Homelessness Prevention: 2500 Persons Assisted
17	Provide enrichment activities to low/mod areas	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$5,599,000	Public service activities other than Low/Moderate Income Housing Benefit: 16800 Persons Assisted
18	Provide safe, accessible senior centers	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Pub. Facilities	CDBG: \$1,916,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6285 Persons Assisted
19	Promote justice for victims of crime and abuse	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$3,246,000	Public service activities other than Low/Moderate Income Housing Benefit: 118000 Persons Assisted
20	Reduce discrimination and promote diversity	2015	2019	Non-Housing Community Development		Administration - CDBG Housing - Fair Housing Non-Housing Community Development/Public Services	CDBG: \$5,163,000	Public service activities other than Low/Moderate Income Housing Benefit: 87000 Persons Assisted

21	Reduce homelessness	2015	2019	Homeless		Administration - CDBG Homelessness - Emergency Shelter Homelessness - Outreach (ESG-CDBG COMBINED)	CDBG: \$4,098,000	Homeless Person Overnight Shelter: 9224 Persons Assisted
22	Provide recreational activities for low/mod people	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$1,513,000	Public service activities other than Low/Moderate Income Housing Benefit: 16843107 Persons Assisted
23	Provide community green space through gardens	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$799,000	Public service activities other than Low/Moderate Income Housing Benefit: 21000 Persons Assisted
24	Promote community development through planning	2015	2019	Affordable Housing Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Planning	CDBG: \$15,103,000	
25	Homeless Outreach (ESG)	2015	2019	Homeless		Chronic Homelessness - ESG Homelessness - Outreach (ESG-CDBG COMBINED) Veterans Homelessness - ESG	ESG: \$952,004	Public service activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted

26	Emergency Shelter & Essential Services (ESG)	2015	2019	Homeless		Chronic Homelessness - ESG Emergency Shelter and Essential Services - ESG Veterans Homelessness - ESG	ESG: \$9,520,044	Homeless Person Overnight Shelter: 14800 Persons Assisted
27	Recover and rebuild after Hurricane Sandy	2015	2015	Affordable Housing Public Housing Homeless Non-Housing Community Development		Community Development Block Grant/Disaster Recovery	CDBG-DR: \$4,500,000,000	
28	Provide day care services to low/mod households	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$2,963,000	Public service activities other than Low/Moderate Income Housing Benefit: 377 Persons Assisted
29	Maintain habitability for elderly homeowners	2015	2019	Non-Homeless Special Needs		Administration - CDBG Housing - Privately-Owned	CDBG: \$362,000	Public service activities other than Low/Moderate Income Housing Benefit: 2200 Persons Assisted
30	Increase capacity of local arts organizations	2015	2019	Non-Housing Community Development		Administration - CDBG Non-housing Community Development/Capacity Bldg	CDBG: \$279,000	Other: 13 Other

31	Preservation of historic buildings and areas	2015	2019	Non-Housing Community Development		Administration - CDBG Housing - Residential Historic Preservation Non-Housing Community Development/Planning Non-housing Community Development/Non- ResiHistPrsr	CDBG: \$652,000	Facade treatment/ business building rehabilitation: 1 Business Homeowner Housing Rehabilitated: 3 Household Housing Unit
32	Revitalize the Bronx River and the adjacent area	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$191,000	Public service activities other than Low/Moderate Income Housing Benefit: 207000 Persons Assisted
33	Provide safe learning environment in City schools	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Pub. Facilities	CDBG: \$4,500,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 155919 Persons Assisted
34	Improve sanitary conditions throughout the City	2015	2019	Non-Housing Community Development Vacant Lots		Administration - CDBG Non-Housing Community Development/Planning Non-housing Community Development/Interim Assist	CDBG: \$19,696,000	Other: 3999 Other

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35	Reduction of blighted properties	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Clearance	CDBG: \$4,610,000	Buildings Demolished: 30 Buildings
36	Improve literacy of low-skilled adults	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Public Services	CDBG: \$1,561,000	Public service activities other than Low/Moderate Income Housing Benefit: 1721 Persons Assisted
37	Facilitate small business development and growth	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Eco Development	CDBG: \$579,000	Businesses assisted: 5614 Businesses Assisted
38	Revitalize commercial districts in low/mod areas	2015	2019	Non-Housing Community Development		Administration - CDBG Non-Housing Community Development/Eco Development	CDBG: \$2,144,000	Businesses assisted: 15 Businesses Assisted

Goal Descriptions

1	Goal Name	Independent living for the elderly and disabled
	Goal Description	Continue to promote long-term, community-based residential options with supportive services for the elderly and people with disabilities who need help with daily living activities, housekeeping, self-care, social services, and other assistance in order to continue to live independently in the community.
2	Goal Name	Increase accessible hsg for people w/disabilities

	Goal Description	Continue to fund the removal of architectural barriers in rental dwellings and owner-occupied residences, thereby helping people with disabilities to remain in their homes and to maintain their independence.
3	Goal Name	Make the City more livable for ppl w/disabilities
	Goal Description	Provide outreach and technical assistance to people with disabilities, landlords, tenants, and advocates in the areas of housing and housing rights.
4	Goal Name	Prevent long-term displacement and homelessness
	Goal Description	Provide emergency relocation services to tenants displaced as a result of unsafe building conditions.
5	Goal Name	Reduce housing discrimination
	Goal Description	Prevent discrimination in housing by providing fair housing counseling services, education, and assistance to effectuate compliance in the public and private housing markets.
6	Goal Name	Perform housing market analysis
	Goal Description	Assist in housing preservation through comprehensive housing market analysis.
7	Goal Name	Rapid Re-housing (ESG)
	Goal Description	Funds will be used to ensure that shelter is a short-term solution to a housing crisis by rapidly re-housing families and individuals. ESG funded RRH includes case management and housing placement services.
8	Goal Name	Create Affordable Housing - New Construction
	Goal Description	Use HOME Program funds to increase supply of decent, affordable multi-family rental housing for income-eligible New Yorkers, particularly for those with special needs.
9	Goal Name	Return foreclosed housing to private ownership
	Goal Description	Use CDBG funds to maintain and then City funds to rehabilitate and return the stock of City-owned buildings to a range of responsible private owners in order to improve living conditions in these buildings while maintaining affordability for very low-, low-, and moderate-income tenants.
10	Goal Name	Reduce homelessness among low-income PLWHA
	Goal Description	The City will use HOPWA funds to reduce homelessness among low-income for persons living with HIV/AIDS (PLWHA) through the provision of supportive housing, rental assistance, and housing information services.
11	Goal Name	Increase housing stability among low-income PLWHA
	Goal Description	The City will use HOPWA funds to ensure that low-income persons living with HIV/AIDS (PLWHA) not only gain stable housing but they maintain that housing stability through the provision of support services and supportive housing.
12	Goal Name	Promote access to care among low-income PLWHA

	Goal Description	The City will use HOPWA funds to ensure that low-income persons living with HIV/AIDS access and receive primary care to help improve health outcomes.
13	Goal Name	Prevent Displacement and Reduce Cost Burdens-TBRA
	Goal Description	Use HOME Program funds to Ensure Affordability for the Purpose of Providing Decent Affordable Housing.
14	Goal Name	Create New Homeownership Opportunities-Downpymnt
	Goal Description	Use HOME Program funds to Assist First-Time Homebuyers to Afford Downpayment Expense.
15	Goal Name	Preserve and improve occupied private housing
	Goal Description	Preserve and improve the existing supply of occupied privately-owned housing.
16	Goal Name	Homeless Prevention (ESG)
	Goal Description	Funds will be used to prevent adult families and individuals at-risk of homelessness from entering shelter. Services will include family or tenant/landlord mediation, household budgeting, emergency rental assistance, and benefits advocacy.
17	Goal Name	Provide enrichment activities to low/mod areas
	Goal Description	Provide comprehensive community development services to residents in low- and moderate-income areas through academic enhancement, recreational, cultural, and substance abuse prevention programs.
18	Goal Name	Provide safe, accessible senior centers
	Goal Description	Improve the quality of life for senior citizens through the rehabilitation of senior centers.
19	Goal Name	Promote justice for victims of crime and abuse
	Goal Description	Assist crime victims through counseling, document replacement, court services, shelter referrals, and other services.
20	Goal Name	Reduce discrimination and promote diversity
	Goal Description	Prevent and address discrimination based on race, creed, color, national origin, sex, marital status, age, disability, lawful occupation, sexual orientation, familial status, lawful source of income, alienage, and citizenship status by enforcing the laws that prohibit such discrimination. Strengthen neighborhoods by fostering positive inter-group relations among residents of diverse racial, ethnic, and religious backgrounds.
21	Goal Name	Reduce homelessness
	Goal Description	Support operations of adult and family shelters and drop-in centers at which homeless persons receive services to help them return to self-sufficiency as soon as possible.
22	Goal Name	Provide recreational activities for low/mod people

	Goal Description	Provide recreational services to low- and moderate-income people by funding staff to coordinate and manage programs at park facilities.
23	Goal Name	Provide community green space through gardens
	Goal Description	Create, improve, and maintain neighborhood gardens.
24	Goal Name	Promote community development through planning
	Goal Description	Perform citywide comprehensive community development planning to help formulate long-term development and policy objectives for the City.
25	Goal Name	Homeless Outreach (ESG)
	Goal Description	Funds will be used to invest in proven strategies to reduce the number of homeless individuals on the streets. Activities will include canvassing for clients, engaging clients, accessing or providing emergency and crisis intervention services, assessing clients, crisis intervention counseling, case management, providing access to any available entitlements, benefits, housing or other resources, direct provision of and/or referrals and linkages to health and/or mental health services, and transportation of clients. There will be a specific focus on homeless veterans and chronically homeless individuals.
26	Goal Name	Emergency Shelter & Essential Services (ESG)
	Goal Description	Funds will be used to support the operations of adult and family shelters. In addition to supporting general shelter operations, funds will be used to provide services within the shelter like substance abuse counseling, employment services, advocacy, etc. There are specific services and housing placement options targeted to veterans, families with children, and chronically homeless individuals.
27	Goal Name	Recover and rebuild after Hurricane Sandy
	Goal Description	OMB-DR
28	Goal Name	Provide day care services to low/mod households
	Goal Description	Support housing and economic development efforts by providing day care services so low- and moderate-income parents and caregivers may secure employment.
29	Goal Name	Maintain habitability for elderly homeowners
	Goal Description	Help the elderly maintain and retain their homes through the provision of home repairs.
30	Goal Name	Increase capacity of local arts organizations
	Goal Description	Assist local arts organizations that primarily serve low- and moderate-income areas by providing targeted technical assistance to build capacity and better serve their respective communities.
31	Goal Name	Preservation of historic buildings and areas

	Goal Description	Promote the preservation of historic residential and non-residential buildings.
32	Goal Name	Revitalize the Bronx River and the adjacent area
	Goal Description	Oversee the revitalization of the Bronx River and educate the public to be environmentally-responsible in its use.
33	Goal Name	Provide safe learning environment in City schools
	Goal Description	Provide a safe environment for NYC public school students through the prevention or removal of code violations.
34	Goal Name	Improve sanitary conditions throughout the City
	Goal Description	Promote sanitary conditions throughout the City.
35	Goal Name	Reduction of blighted properties
	Goal Description	Improve neighborhood quality through the elimination of blighted properties.
36	Goal Name	Improve literacy of low-skilled adults
	Goal Description	Improve the employment and economic opportunities for low-skilled, low-income adult New Yorkers through the provision of literacy and basic educational services.
37	Goal Name	Facilitate small business development and growth
	Goal Description	Facilitate small business creation, development, and growth; provide technical assistance; and maximize entrepreneurial development services to vendors and other micro-enterprises.
38	Goal Name	Revitalize commercial districts in low/mod areas
	Goal Description	Revitalize commercial corridors in low- and moderate-income areas.

Projects

AP-35 Projects – 91.220(d)

Introduction

The Department of Homeless Services is the recipient of the City's Emergency Solutions Grant (ESG). These funds support efforts to serve homeless and at-risk of homelessness individuals and families.

The Department of Health and Mental Hygiene (DOHMH) administers the Housing Opportunities for Persons with AIDS (HOPWA) grant.

The Department of Housing Preservation and Development administers the City's HOME Investment Partnership (HOME) Grant. Proposed projects funds affordable housing new construction, affordable housing rehabilitation, first-time homebuyers homeownership assistance, and tenant-based rental assistance.

The Office of Management and Budget has oversight responsibility for the Community Development Block Grant program.

(For additional information about Hurricane Sandy, the City's response, and Disaster Recovery (DR) funded programs, please visit www.nyc.gov/cdbg to read the current CDBG-DR Action Plan.)

Projects

AP-Table3 - Project Information

#	Project Name
1	HESG13 EMERGENCY SHELTER GRANT
2	DEPARTMENT OF HEALTH & MENTAL HYGIENE -- DIVISION OF DISEASE CONTROL
3	HIV/AIDS SERVICES ADMINISTRATION (HASA)
4	ROCKLAND COUNTY (NY)
5	WESTCHESTER COUNTY (NY)
6	ORANGE COUNTY (NY)
7	MIDDLESEX COUNTY (NJ)
8	MONMOUTH COUNTY (NJ)
9	OCEAN COUNTY (NJ)
10	Targeted Code Enforcement
11	Elderly Safe-at-Home Program
12	Beacon School Program
13	DFTA Senior Center Improvements Program
14	Safe Horizon
15	CCHR Neighborhood Human Rights Program
16	DHS Homeless Services
17	Homeless Outreach and Housing Placement Services
18	Minipools
19	Prospect Park Administrator's Office
20	Van Cortlandt / Pelham Bay Administrators' Office

#	Project Name
21	GreenThumb
22	Day Care Center Services
23	Elderly Minor Home Repair Program
24	Community Arts Development Program
25	Landmarks Historic Preservation Grant Program
26	Landmarks Preservation Commission Planning
27	Bronx River Project
28	Land Restoration Program
29	Neighborhood Vacant Lot Clean-Up Program
30	Scorecard Program
31	Adult Literacy Program
32	Senior Resident Advisor Program
33	Project Open House
34	Housing Information and Education
35	HPD Emergency Shelters
36	HPD Fair Housing Services Program
37	Housing Policy Analysis and Statistical Research
38	HPD Administration
39	Rent Guidelines Board Support Staff
40	HPD Program Planning
41	In Rem Building Maintenance and Repair Program
42	In Rem Building Maintenance and Repair Project Support
43	In Rem Material Management and Procurement
44	In Rem Property Management Program
45	In Rem Superintendent Contract
46	Alternative Enforcement Program
47	7A Program
48	Emergency Repair Program
49	Primary Prevention Program
50	Litigation
51	Neighborhood Preservation Offices
52	Neighborhood Preservation Consultants
53	DCP Information Technology
54	DCP Comprehensive Planning
55	NYC Business Solutions
56	Avenue NYC
57	CDBG Administration
58	Property Disposition and Finance
59	CCHR Law Enforcement Program
60	Code Violation Removal in Schools
61	Demolition Program
62	The Supportive Housing Program
63	HomeFirst Down Payment Assistance Program
64	HOME Tenant-Based Rental Assistance

AP-38 Project Summary
Project Summary Information

1	Project Name	HESG13 EMERGENCY SHELTER GRANT
	Goals Supported	Rapid Re-housing (ESG) Homeless Prevention (ESG) Homeless Outreach (ESG) Emergency Shelter & Essential Services (ESG)
	Needs Addressed	Homelessness - Outreach (ESG-CDBG COMBINED) Homeless Prevention - ESG Emergency Shelter and Essential Services - ESG Rapid Re-housing ESG Veterans Homelessness - ESG Chronic Homelessness - ESG
	Funding	HESG: \$13,600,063
	Description	DHS is the recipient for ESG funding. These funds are used to serve individuals and families who are homeless or at-risk of becoming homeless. These funds are used to provide the following services: Homeless Prevention, Street Outreach, Emergency Shelter & Essential Services, and Rapid Re-housing.
	Estimate the number and type of families that will benefit from the proposed activities	Tenant-based rental assistance / Rapid Rehousing: 280 Households Assisted Homeless Person Overnight Shelter: 14,800 Persons Assisted Homelessness Prevention: 12,000 Persons Assisted
	Planned Activities	Carry out homeless prevention services, conduct homeless outreach, provide shelter and essential services to homeless individuals and families, administer rapid re-housing services when appropriate.
2	Project Name	DEPARTMENT OF HEALTH & MENTAL HYGIENE -- DIVISION OF DISEASE CONTROL
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$18,326,565
	Description	FUNDS FOR THE PROVISION OF HOUSING RELATED SERVICES TO LOW INCOME PERSONS LIVING WITH HIV/AIDS IN NEW YORK CITY.
	Estimate the number and type of families that will benefit	Approximately 2,000 low-income individuals and families will receive assistance during Grant Year 2015 from the array of services provided by 15 community-based organizations under 33 subcontracted programs. The Division of Disease Control programs will include service to the following special needs populations:

from the proposed activities	<ul style="list-style-type: none"> • Adults with mental illness; • Adults with substance abuse disorders; • Adolescents/young adults; • Individuals age 55 and over; • Families with children; • Recently released from jail/institution; and • Homeless/chronically homeless
Location Description	<p>The following agencies in New York City, NY will be funded:</p> <ul style="list-style-type: none"> • AIDS Center of Queens County • African Services Committee • Bailey House • CAMBA, Inc. • Catholic Charities Neighborhood Services • Harlem United • Hispanic AIDS Forum • Institute for Community Living • Osborne Association • Praxis • Project Hospitality • Promesa • Services for the Underserved • Unique People Services • Volunteers of America
Planned Activities	<p>Department of Health and Mental Hygiene: Division of Disease Control</p> <p>The NYC Department of Health and Mental Hygiene – Division of Disease Control directly administers 33 subcontracts with 15 nonprofit community-based organizations throughout New York City. HOPWA services that will be provided under the supervision of the Division of Disease Control in Grant Year 2015 include the following:</p> <p><u>Administration of Rental Assistance</u></p> <p>The Rental Assistance contract distributes short-term rental subsidies, long-term rental subsidies, and rental start-up. Short-term rental subsidies are provided as emergency assistance to prevent eviction and homelessness.</p> <p><u>Supportive Housing</u></p> <p>The adult supportive housing programs identify, secure, and provide appropriate, permanent housing for the following target HIV/AIDS populations: homeless single adults and families; adults diagnosed with mental illness; adults diagnosed with a substance abuse disorder; young adults age 18-26; persons age 55 and over; individuals recently released from jail/institution; and homeless/chronically homeless. Other service elements include on-site case management, harm reduction, care coordination, mental health, substance abuse, and other supportive services as needed.</p> <p><u>Housing Placement Assistance</u></p> <p>The housing placement assistance programs provide housing information services to persons living with HIV/AIDS (PLWHA). These programs assist PLWHA locate and secure permanent housing. Services also include short-term case management</p>

		<p>services, securing housing subsidies, and providing short-term rental, utility and security deposit payments to prevent or end homelessness as needed.</p> <p>Grantee General Program Administration The City of New York Department of Health and Mental Hygiene Division of Disease Control administers the HOPWA program for the New York City (NYC) Eligible Metropolitan Statistical Area (EMSA). The administrative component of the HOPWA grant supports the staff of the Division of Disease Control that coordinates, monitors, evaluates, and reports to HUD on the use of HOPWA funds in the NYC EMSA.</p> <p>The Division of Disease Control also maintains responsibility for negotiation and oversight of the HOPWA programming proposed and implemented by the Lower Hudson Valley and Central New Jersey jurisdictions, which include the Counties of Orange, Rockland, and Westchester, and the Cities of Mount Vernon and Yonkers in New York and the counties of Ocean, Monmouth and Middlesex in New Jersey. The Cities of Mount Vernon and Yonkers programming is administered by Westchester County, since these cities are located there.</p>
3	Project Name	HIV/AIDS SERVICES ADMINISTRATION (HASA)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$25,192,275
	Description	FUNDS TO PROVIDE SUPPORTIVE SERVICES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES
	Estimate the number and type of families that will benefit from the proposed activities	Funds will support 2,220 units of permanent supportive housing to individuals and families living with HIV/AIDS.
	Location Description	New York City, NY.
	Planned Activities	Human Resources Administration: HIV/AIDS Services Administration (HASA) Case Management and Support Services HASA case workers facilitate client access to – and maintenance of – emergency, transitional, and permanent supportive housing, as well as on-going rental assistance. In addition to housing issues, HASA clients and their families often present a multiplicity of other needs. Case management and support staff conduct needs assessments for all clients to determine the need for other appropriate benefits and services, such as cash assistance, nutrition and transportation payments, and housing related benefits (e.g., rent arrears payments, home furnishings, moving costs, and security deposits). Case workers refer clients to

		<p>Medicaid, home care, homemaker services, food Stamps, federal disability benefits, and community based mental health and substance abuse programs.</p> <p>In Grant Year 2015, HASA anticipates supporting over 32,000 cases. HASA's caseload will include almost 28,000 single cases, nearly 4,000 family cases, and over 11,000 family members (i.e., non-medically eligible members of cases). As of August 2014, nearly 32,000 HIV-positive individuals were receiving direct housing services through HASA.</p> <p>A total of \$1,000,000 in HOPWA funds will support HASA case management and support service personnel. Eligible activities include:</p> <ul style="list-style-type: none"> • Housing information services including, but not limited to, counseling, information and referral to assist an eligible person to locate, acquire, finance and maintain housing; • Supportive services including, but not limited to, assessment, permanent housing placement, and assistance in gaining access to local, State and Federal government benefits and services. <p>Number of Persons Served and Timeframe: Almost 32,000 individuals and their family members will receive coordinated case management and support services in Calendar Year 2015.</p> <p>Human Resources Administration: HIV/AIDS Services Administration (HASA) Supportive Housing Contracts</p> <p>Permanent supportive housing remains a significant and necessary components of the continuum of housing opportunities for New Yorkers living with HIV/AIDS. This funding will support contracts administered by HASA for permanent congregate facilities and permanent scattered-site supportive housing programs.</p> <p>During Grant Year 2015, of the \$25,192,275 HOPWA grant funds awarded to HASA, \$24,192,275 is allocated to HASA supportive housing contracts, while the remaining \$1,000,000 is allocated to HASA case management and support services.</p> <p>Eligible activities include:</p> <ul style="list-style-type: none"> • Operating costs for housing including facility-based rental assistance, maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies and other incidental costs; • Supportive services including, but not limited to, assessment, permanent housing placement, and assistance in gaining access to local, State and Federal government benefits and services.
4	Project Name	ROCKLAND COUNTY (NY)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$284,885
	Description	FUNDS TO PROVIDE PROJECT-BASED HOUSING RENTAL SUBSIDIES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES IN ROCKLAND COUNTY, NEW YORK.
	Estimate the number and	30 homeless/at-risk of being homeless individuals and families will receive Tenant-Based Rental Assistance and support services such as counseling and legal services.

	type of families that will benefit from the proposed activities	
	Location Description	Rockland County.
	Planned Activities	<p>The County of Rockland will utilize \$284,885 to finance a tenant-based rental assistance (TBRA) program with the client/household portion of the rent payment. The goal of the provision of these services is to enable low-income individuals and families living with HIV/AIDS to secure and maintain appropriate housing in the County of Rockland. An estimated 30 households will receive this assistance.</p> <p>For qualifying households, HOPWA rental subsidies will be combined with shelter allowance subsidies from the Rockland County Department of Social Services. This leveraged financing will maximize the use of HOPWA funds.</p> <p>TBRA subsidies will be provided along with legal and counseling services, modeled after the Section 8 Housing Voucher Choice program, with two modifications. First, households will be eligible for TBRA if they meet the definition of "low-income" currently defined as 80% of median family income by the U.S. Department of Housing and Urban Development (HUD). Utilization statistics show that approximately 80% of the assisted households still fall in the HUD-defined "very low-income" category. Second, the County of Rockland will allow a greater number of bedrooms than in the Section 8 program, if medically appropriate and documented.</p> <p>Determination of eligibility, screening and assistance in finding suitable apartments is accomplished through the coordinated efforts of the Rockland County Department of Health. The Rockland County Office of Community Development handles enrollments, recertifications, and day-to-day client services.</p>
5	Project Name	WESTCHESTER COUNTY (NY)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$1,395,020
	Description	FUNDS TO PROVIDE PROJECT-BASED HOUSING RENTAL SUBSIDIES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES.
	Estimate the number and type of families that will benefit	72 homeless and at-risk of being homeless individuals and families living with HIV/AIDS will receive tenant-based rental assistance (TBRA) and housing related support services such as counseling and legal services in Westchester County. 12 homeless and at-risk of being homeless individuals and families living with HIV/AIDS will receive TBRA in the City of Yonkers. 13 homeless and at-risk of being

	from the proposed activities	homeless individuals and families living with HIV/AIDS will receive TBRA and 83 individuals and families living with HIV/AIDS will receive housing related support services such as counseling and legal services in the City of Mount Vernon.
	Location Description	Westchester County, NY; City of Yonkers, NY; City of Mount Vernon, NY.
	Planned Activities	<p>The County of Westchester is administering the HOPWA funds for the Cities within Westchester County. In Grant Year 2015, the Cities of Mount Vernon and Yonkers and the County of Westchester plan to utilize HOPWA funds for rental assistance and supportive services. The goal of the provision of these services is to enable low-income individuals living with HIV/AIDS and their families to secure and maintain appropriate housing in the County of Westchester. The 2015 Consolidated Plan incorporates the program and funding descriptions for the County of Westchester and cities of Mount Vernon and Yonkers.</p> <p><u>Westchester County Programs</u> In Grant Year 2015, Westchester County will use HOPWA funds to continue operating its Rental Assistance Program with Case Management Services. Approximately 72 households will receive rental subsidies assistance under the Tenant-Based Rental Assistance Program. These programs will be administered by Grace Church Community Center, Inc. (GCCC). HOPWA funds will be used to provide at least 72 households with case management services for each client.</p> <p><u>The City of Yonkers</u> City of Yonkers proposes to use HOPWA funds in Grant Year 2015 to fund services provided directly by the City of Yonkers. The City of Yonkers will use HOPWA funds to provide Tenant-Based Rental Assistance (TBRA) to approximately 12 eligible households annually to secure and/or maintain permanent housing, as well as qualifying family members.</p> <p><u>The City of Mount Vernon</u> The City of Mount Vernon will use HOPWA funds to support 13 eligible households with tenant-based rental assistance (TBRA) and 83 individuals and families who are low-income and are diagnosed with HIV/AIDS with case management services.</p>
6	Project Name	ORANGE COUNTY (NY)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$502,331
	Description	FUNDS TO PROVIDE OPERATING COSTS FOR FACILITIES SERVING PERSONS WITH HIV/AIDS AND THEIR FAMILIES AND TENANT-BASED RENTAL ASSISTANCE.
	Estimate the number and type of families that	15 households will receive facility-based housing; 37 homeless/at-risk of being homeless individuals and families will receive tenant-based rental assistance (TBRA) and housing-related support services including counseling and legal services.

	will benefit from the proposed activities	
	Location Description	Orange County, NY.
	Planned Activities	<p>The 2015 Grant Award for Orange County will be administered to three nonprofit agencies to provide housing services in the county. HONORehg will provide facility-based housing to 15 low-income individuals living with HIV/AIDS. Funds are being requested to support operating costs for the facility. Additionally, case management, nutrition services and life skills management services will be provided to support clients in achieving housing stability.</p> <p>RECAP will provide tenant-based rental assistance (TBRA) to 25 individuals and families. They will ensure that all apartments meet HUD's Housing Quality Standards and will provide services to ensure that clients are able to secure and maintain stable, permanent housing.</p> <p>PathStone Corporation will also provide TBRA to 12 individuals and families who are low-income and living with HIV/AIDS.</p> <p>Determination of eligibility, screening and assistance in finding suitable apartments is accomplished through the efforts of these three non-profits. They will all handle enrollments, recertifications and day-to-day client services.</p>
7	Project Name	MIDDLESEX COUNTY (NJ)
	Goals Supported	<p>Reduce homelessness among low-income PLWHA</p> <p>Increase housing stability among low-income PLWHA</p> <p>Promote access to care among low-income PLWHA</p>
	Needs Addressed	<p>Housing - Affordable Housing for PLWHA (HOPWA)</p> <p>Housing Support Services for PLWHA (HOPWA)</p>
	Funding	HOPWA: \$558,608
	Description	FUNDS TO PROVIDE PROJECT-BASED HOUSING RENTAL SUBSIDIES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES.
	Estimate the number and type of families that will benefit from the proposed activities	35 homeless/at-risk of being homeless individuals and families will receive tenant-based rental assistance.
	Location Description	Middlesex County, NJ.
	Planned Activities	The County of Middlesex proposes to use \$558,608 to provide tenant-based rental assistance (TBRA) to 35 low-income persons living with HIV/AIDS. They will ensure that all apartments meet HUD's Housing Quality Standards and will provide services to ensure that clients are able to secure and maintain stable, permanent housing.

8	Project Name	MONMOUTH COUNTY (NJ)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$466,827
	Description	FUNDS TO PROVIDE PROJECT-BASED HOUSING RENTAL SUBSIDIES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES.
	Estimate the number and type of families that will benefit from the proposed activities	43 homeless/at-risk of being homeless individuals and families will receive tenant-based rental assistance.
	Location Description	Monmouth County, NJ.
	Planned Activities	The County of Monmouth proposes to use \$466,827 to provide tenant-based rental assistance (TBRA) to 43 low-income persons living with HIV/AIDS. They will ensure that all apartments meet HUD's Housing Quality Standards and will provide services to ensure that clients are able to secure and maintain stable, permanent housing.
9	Project Name	OCEAN COUNTY (NJ)
	Goals Supported	Reduce homelessness among low-income PLWHA Increase housing stability among low-income PLWHA Promote access to care among low-income PLWHA
	Needs Addressed	Housing - Affordable Housing for PLWHA (HOPWA) Housing Support Services for PLWHA (HOPWA)
	Funding	HOPWA: \$310,467
	Description	FUNDS TO PROVIDE PROJECT-BASED HOUSING RENTAL SUBSIDIES TO PERSONS LIVING WITH HIV/AIDS AND THEIR FAMILIES.
	Estimate the number and type of families that will benefit from the proposed activities	26 homeless/at-risk of being homeless individuals and families will receive tenant-based rental assistance.
	Location Description	Ocean County, NJ.
	Planned Activities	The County of Ocean proposes to use \$310,467 to provide tenant-based rental assistance to (TBRA) 26 low-income persons living with HIV/AIDS. Social workers provide quarterly home visits and monthly phone calls to assess the well-being of

		the clients and address any needs clients may have.
10	Project Name	Targeted Code Enforcement
	Target Area	Code Enf. Mott Haven/Hunts Point Bx Code Enf. Morrisania/East Tremont Bx Code Enf. Highbridge/South Concourse Bx Code Enf. University Heights/Fordham Bx Code Enf. Kingsbridge Heights/Mosholu Bx Code Enf. Riverdale/Kingsbridge Bx Code Enf. Soundview/Parkchester/Throggs Neck/Co-op City Bx Code Enf. Pelham Parkway Bx Code Enf. Williamsbridge/Baychester Bx Code Enf. Williamsburg/Greenpoint/Bedford Stuyvesant Bk Code Enf. Bushwick Bk Code Enf. East New York/Starrett City Bk Code Enf. Park Slope/Carroll Gardens/Sunset Park Bk Code Enf. North Crown Heights/Prospect Heights Bk Code Enf. South Crown Heights Bk Code Enf. Borough Park Bk Code Enf. Flatbush/Sheepshead Bay/Gravesend Bk Code Enf. Brownsville/Ocean Hill Bk Code Enf. Lower East Side/Chinatown Mn Code Enf. Morningside/Hamilton Heights Mn Code Enf. Central Harlem Mn Code Enf. East Harlem Mn Code Enf. Washington Heights/Inwood Mn Code Enf. Jamaica Qn Code Enf. Rockaways Qn Code Enf. East Flatbush Bk
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$30,892,000
	Description	CD funds pay for Housing Inspectors and personnel who perform Code-related activities.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will issue Housing Code violations affecting an estimated 814,032 units of rental housing.
	Planned Activities	CD funds are used by HPD for code enforcement initiatives in deteriorated and deteriorating neighborhoods where 51 percent of the population is at or below 80

		<p>percent of the Area Median Income. HPD has designated areas in the City as deteriorated or deteriorating, each of which exhibits at least one of the following characteristics of deterioration:</p> <ul style="list-style-type: none"> • 15 percent or more occupied rental units in dilapidated multiple dwellings; or • 15 percent or more occupied rental units in multiple dwellings with three or more building defects; or • 15 percent or more occupied rental units in multiple dwellings with three or more maintenance deficiencies. <p>In most cases, the areas line up exactly with specific sub-borough areas, as defined by the U.S. Census Bureau for purposes of the New York City Housing and Vacancy Survey.</p> <p>Tenants call 311 or use 311ONLINE to lodge their complaints regarding conditions that violate the Housing Maintenance Code or the Multiple Dwelling Law. The 311 operators work for the Department of Information Technology and Telecommunications (DoITT) and are CD-funded under the Targeted Code Enforcement program for the time they spend on CD-eligible housing complaint calls from these areas. The 311 operator enters the details of the tenant's complaint into the complaint module of the HPD computer system, which classifies the complaints by severity.</p> <p>CD funds are used by HPD to provide for housing inspectors, clerical staff, and personnel who perform code-related activities in CD-eligible areas for the Division of Code Enforcement and the Division of Maintenance. Additionally, CD funds are used to enforce compliance with the Multiple Dwelling Registration (MDR) process, which requires that owners of all multiple dwellings and one- and two-family dwellings where the owner does not live on the premises register their property annually with the City. MDR is a pivotal step in the code enforcement and emergency repair process. Without the registration requirement, HPD would be unable to contact owners or managing agents regarding complaints, Notices of Violation, or emergency repairs.</p> <p>CD also funds other components of HPD's follow-up efforts to ensure safe housing. When landlords fail to correct hazardous emergency conditions for which the Division of Code Enforcement has cited Class "C" violations, the Emergency Repair Program will make the necessary repairs. The City will also undertake full system replacements in buildings exhibiting serious physical deterioration under the Alternative Enforcement Program. Under the Litigation program, HPD's Housing Litigation Division initiates actions in Housing Court against owners of privately-owned buildings to enforce compliance with the Housing Quality Standards contained in the New York State Multiple Dwelling Law and the New York City Housing Maintenance Code.</p> <p>Program income is generated when owners of multiple-unit dwellings pay fees related to registering their buildings with HPD as well as for heat and hot water</p>
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		violations and for administrative fees related to the violations. This program income is cost-allocated between CD and tax levy to reflect those owners whose properties are within the CD targeted areas and those outside.
11	Project Name	Elderly Safe-at-Home Program
	Goals Supported	Independent living for the elderly and disabled
	Needs Addressed	Public Housing
	Funding	CDBG: \$225,000
	Description	The program uses trained paraprofessionals to educate elderly tenants and tenants with disabilities on anti-crime tactics.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will serve 2,152 individuals.
	Planned Activities	This program provides comprehensive crime prevention services, crisis intervention, and general crime victim assistance to combat crime perpetrated against elderly and non-elderly persons with disabilities that live in NYCHA developments in the South Bronx. The goal of the program is to provide maximum services geared to enhance the general quality of life of these residents; improve their safety and security; and enhance their health and well-being in order to enable them to live independently in their homes. The program offers workshops on entitlements, health maintenance, and nutrition, and disseminates information on crime prevention, safety and security, and court proceedings through the periodic distribution of pamphlets and through regularly scheduled meetings at program sites. Residents in need of crime victim assistance are identified and referred to a host of community-based and City agencies for a continuum of social services. Monitoring of the health, safety, and well-being of residents is also ongoing.
12	Project Name	Beacon School Program
	Goals Supported	Provide enrichment activities to low/mod areas
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$5,599,000
	Description	The Beacon School Program provides comprehensive services to youth and community residents. Each school has an advisory council comprised of community residents and officials to ensure community ownership and support.
	Estimate the number and type of	For 2015, the program anticipates that it will serve 16,800 individuals.

	families that will benefit from the proposed activities	
	Planned Activities	<p>The Beacon School Program provides comprehensive services to youth and community residents. Services are provided along major core service areas that include: Academic Enhancement, Life Skills, Career Awareness/School-to-Work Transition, Civic Engagement/Community Building, Recreation/Health and Fitness, and Culture/Art. The core areas are delivered through three distinct activities: structured, drop-in, and community events. Typical program activities include homework help, tutoring, literacy programming, arts and crafts courses, and leadership development opportunities such as the Youth Council. Beacons operate services for youth and community residents year-round. All Beacons are required to operate a minimum of 42 hours a week over 6 days, in the afternoons and evenings, on weekends, school holidays, and during school recess. During the summer, Beacons operate for a minimum of 50 hours per week, Monday through Friday. All Beacons have an Advisory Council consisting of community residents, principals, local police officers, and program participants to foster and enhance communication among all stakeholders and improve community resources.</p> <p>CD funds support 14 schools that serve low- and moderate-income areas, and one DYCD staff-member that assists in overseeing the program.</p>
13	Project Name	DFTA Senior Center Improvements Program
	Goals Supported	Provide safe, accessible senior centers
	Needs Addressed	Non-Housing Community Development/Pub. Facilities
	Funding	CDBG: \$1,916,000
	Description	CD funds are used for the renovation of the physical plant and the rectification of code violations in senior centers.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete projects at 8 facilities serving an estimated 6,285 seniors.
	Planned Activities	CD funds are used for the renovation and the rectification of code violations in senior centers. Activities may include relocating centers; plumbing upgrades; the installation of lighting and emergency lighting systems, security systems, air conditioning/heating/ventilation systems, kitchen fire extinguishing systems, hot water heaters, and fire doors; installing ramps; window upgrade/replacement; ceiling and roof rehabilitation; kitchen upgrade; bathroom renovation; rewiring; floor replacement; accessibility; and security and elevator improvements.

		Approximately 20 percent of the total allocation will be used for consultant services.
14	Project Name	Safe Horizon
	Goals Supported	Promote justice for victims of crime and abuse
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$3,246,000
	Description	Safe Horizon offers court-based services and hotlines for crime and domestic violence victims to reduce the psychological, physical, and financial hardships associated with victimization.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide 118,000 units of service to crime victims.
	Planned Activities	<p>Safe Horizon is a nonprofit organization that provides a continuum of services to New York City crime victims, witnesses, and their families in order to reduce the psychological, physical, and financial hardships associated with victimization. The mission of Safe Horizon is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families, and communities.</p> <p>Safe Horizon offers CD-funded support and concrete services through its 24-hour Crime Victims Hotline and Domestic Violence Hotline. Services include: safety assessment and risk management; crisis intervention; advocacy; information and referral; individual and group counseling; document replacement; emergency lock replacement; assistance in applying for Office of Victim Services compensation for uninsured medical care, lost income, and funeral expenses; assistance with obtaining an order of protection; restitution; and services for intimidated victims and witnesses; reception centers; and day care for children at court. CD-funded services are targeted to low- and moderate-income persons.</p> <p>Safe Horizon also provides non-CD-funded services such as the Sexual Assault Hotline, borough-based community programs in all five boroughs, family and criminal courts, shelters, police precincts, and police service areas throughout the City.</p> <p>Safe Horizon's headquarters is located at 2 Lafayette Street in Manhattan. The NYC Mayor's Office of the Criminal Justice Coordinator provides administrative oversight for the program.</p>
15	Project Name	CCHR Neighborhood Human Rights Program

Goals Supported	Reduce housing discrimination Reduce discrimination and promote diversity
Needs Addressed	Housing - Fair Housing Non-Housing Community Development/Public Services
Funding	CDBG: \$3,487,000
Description	The Neighborhood Human Rights Program addresses bias crimes and harassment complaints; provides multi-cultural workshops, outreach, and information; and conducts fair housing training and counseling.
Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide 85,000 units of service.
Planned Activities	<p>The Community Relations Bureau of the New York City Commission on Human Rights (CCHR) administers the Neighborhood Human Rights Program (NHRP). The program's goals are to encourage positive inter-group relations among residents of diverse racial, ethnic, and religious backgrounds through community-based activities and to reduce discrimination through education, advocacy, and law enforcement. NHRP is implemented through Community Service Centers in all five boroughs.</p> <p>NHRP includes the following broad areas:</p> <p>Community Education: NHRP provides presentations on the protections against discrimination in employment, housing, and public accommodations to raise awareness of legal rights, increase civic involvement, and help people become better connected. Activities include school- and youth-based programs such as peer mediation training; training for merchants, landlords, consumers, and community leaders on the Human Rights Law; and inter-group and community-based activities. Additional areas of focus include, but are not limited to, immigrants' rights, employment discrimination, and the rights of the formerly incarcerated.</p> <p>Public Outreach: Public outreach is the public face of the Commission and is a part of all programmatic efforts. Outreach efforts consist of locating appropriate audience venues, forming partnerships with relevant community organizations, distributing informational materials that summarize the Human Rights Law's protections, and publicizing the services of the Commission and its Community Service Centers. The materials include newsletters, infocards, annual reports, resource guides, booklets, brochures, and other multilingual materials. All of these materials are made available on CCHR's website. In addition to its website, CCHR has a Facebook page updating the public on its weekly activities with text and photos.</p> <p>Fair Housing: Through the major project areas of equal access and services and fair</p>

		<p>lending, fair housing activities reduce discriminatory real estate practices. Activities include educating people with disabilities and senior citizens about their rights; educating housing providers and consumers on the fair housing laws; advocating for the disabled community through pre-complaint intervention; informing homeowners and prospective buyers about predatory and discriminatory lending practices; providing foreclosure-prevention counseling; and working with CCHR's Law Enforcement Bureau in housing investigations. CCHR also has a joint website with the Department of Housing Preservation and Development (HPD) with information about fair housing for tenants, homeowners, landlords, and building owners. It gives an overview of the services provided by each agency, describes affordable housing opportunities available through HPD, defines the difference between fair housing and tenant's rights, and explains how to get assistance when tenant rights have been abridged.</p> <p>Bias Prevention and Response: NHRP addresses inter-group tensions through mediation and conflict resolution, community-based activities that bring people together, and community leadership development. Anti-bias activities are emphasized in neighborhoods with diverse or shifting populations and new immigrants who may face isolation and bias. Staff members conduct community mediation and conflict resolution and provide organizing assistance to block, community, business, religious, and neighborhood/tenant associations and groups.</p> <p>Planning: Planning and research activities support the various NHRP project areas through neighborhood- and/or group-specific projects and surveys; collaborative research projects; ongoing analysis of employment data; publication of research findings; grant writing; and holding public hearings.</p>
16	Project Name	DHS Homeless Services
	Goals Supported	Reduce homelessness
	Needs Addressed	Homelessness - Emergency Shelter
	Funding	CDBG: \$3,545,000
	Description	The Department of Homeless Services provides shelter and services to homeless families and single adults.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide shelter to 8,444 homeless individuals at the 30th Street Men's Shelter.
	Planned Activities	The 30th Street Men's Shelter, located at 400-30 East 30th Street, Manhattan, is a multi-functional building with a total of 850 shelter beds. CD funds pay for a portion of the contract with a private security firm at the 30th Street Men's Shelter, in an effort to provide a safe environment for the residents.

		<p>The 30th Street Men’s Shelter is the Department of Homeless Services’ (DHS) main point of entry for all single adult men as well as adult families and, as such, acts as DHS’s primary location for Intake and Diversion efforts. Intake and Diversion for single adult men is focused on a strengths-based assessment of each client and their available resources, and provides valuable services including, but not limited to, family mediation, emergency one-shot deal applications, referral for short- and long-term rehabilitation, and financial assistance for family reunification. On a daily basis, 145 beds are made available for Intake and Diversion efforts.</p> <p>In addition, the 30th Street Men’s Shelter also serves as two different programmatic shelters. The 30th Street Assessment program shelters 230 men on a nightly basis and serves as one of four assessment shelters for men in the shelter system. Social services are tailored to a 21-day assessment of clients and recommendation for program type. The 30th Street General Shelter has the capacity for 475 clients, and generally serves an aging population with long-term placement as the goal of social services.</p> <p>As shelters, both programs provide three meals a day, clean linen and toiletry essentials, a lock/locker to secure valuables, a safe and respectful environment, and case management services. Case management services are built around each individual’s unique set of strengths and aid the client as they move from emergency shelter to permanent independent living. Case management services include entitlement enrollment, employment assistance, financial management, substance abuse/mental illness support, medical management, and permanent housing assistance.</p>
17	Project Name	Homeless Outreach and Housing Placement Services
	Goals Supported	Reduce homelessness
	Needs Addressed	Homelessness - Outreach (ESG-CDBG COMBINED)
	Funding	CDBG: \$553,000
	Description	Outreach services are provided to homeless individuals throughout Staten Island.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide shelter and services to 780 homeless individuals.
	Planned Activities	Through a contract with the New York City Department of Homeless Services, in collaboration with the New York City Department of Health and Mental Hygiene, Project Hospitality provides homeless outreach and housing placement services to homeless, mentally ill persons who also may have substance use/dependence problems and occupy the Staten Island Ferry Terminal or other locations

		<p>throughout Staten Island. The primary goal of Homeless Outreach and Housing Placement Services is to move mentally ill homeless and dually diagnosed clients out of the Ferry Terminal and off the streets into safe havens and/or transitional or permanent housing settings. Project Hospitality works in collaboration with the NYC Department of Transportation at the Staten Island Ferry Terminal, the 120th Police Precinct and its annex office inside the terminal, and local hospitals and clinics. This program focuses on providing housing accompanied by wrap-around treatment and support services. The program is designed to respond effectively to the psychiatric and substance abuse issues that impair a person’s ability to secure housing by arranging both housing and treatment services. If homeless persons need to come indoors to the drop-in center or safe haven first, they are able to receive a full complement of case management, treatment, and support services.</p> <p>Program staff approaches, engages, and tries to work intensively with homeless people to move them out of the Staten Island Ferry Terminal or off of the streets. Outreach workers engage and counsel such persons, perform assessments, and refer homeless persons to a variety of services to address their most immediate needs. They organize such emergency services as medical detoxification, psychiatric evaluation, stabilization, bed care, and emergency health care.</p> <p>The goal of this model is to reduce the number of homeless persons who live in places not meant for human habitation, in and around the Staten Island Ferry Terminal and throughout the borough of Staten Island, and to expeditiously place them in safe havens, transitional settings, or permanent housing, as appropriate to their needs, with the long-term goal of permanent housing for all homeless persons on Staten Island.</p>
18	Project Name	Minipools
	Goals Supported	Provide recreational activities for low/mod people
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$580,000
	Description	CD funds pay for seasonal lifeguards, recreation, and support staff at Minipools that are located near New York City Housing Authority developments.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will serve 80,000 children.
	Planned Activities	The New York City Department of Parks and Recreation’s Minipools program offers safe swimming opportunities for children ages 6 to 11, as well as for toddlers accompanied by an adult. CD funds are used to pay for seasonal lifeguards, Parks Enforcement security personnel, and the staff that operate the filtration systems to

		maintain water quality and perform custodial services. The 11 CD-funded Minipools operate during the summer months and are located near New York City Housing Authority developments.
19	Project Name	Prospect Park Administrator's Office
	Goals Supported	Provide recreational activities for low/mod people
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$487,000
	Description	CD funds pay for the staffing costs and related expenses associated with the administration of Brooklyn's Prospect Park, which includes the Audubon Center and Lefferts Historic House. The Audubon Center is a state-of-the-art facility dedicated to wildlife preservation and natural education. The Lefferts House offers free public programs that focus on the everyday life of the Dutch settlers that inhabited Brooklyn in the 1700s.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that 8,863,107 individuals will visit the park (based on a user survey).
	Planned Activities	<p>The Prospect Park Special Administrator's Office provides the following services for the park, which serves the borough of Brooklyn:</p> <ul style="list-style-type: none"> • Coordination of conservation and recreation activities; • Coordination of educational programs; • Coordination and implementation of volunteer programs; • Coordination and implementation of special projects and events; • Administrative and liaison functions with the nonprofit Prospect Park Alliance; • Public relations and community outreach; • Coordination of capital planning and investments; and • Delivery of services to ensure park security and upgrading. <p>Funds may also be used to purchase equipment when available.</p> <p>The Prospect Park Audubon Center in the Boathouse has developed a year-round curriculum of urban environmental education programs open to academic groups and the general public. The Center combines exhibits, nature trails, and citizen science projects to meet the varying instructional levels required for educators, students, and the public. The Center's newest initiative, "Pop-up Audubon," brings educational programs out to the public at various locations in the park. It also collaborates with the Department of Education on the provision of educational and vocational assistance to the students at the Brooklyn Academy for Science and the</p>

		<p>Environment.</p> <p>The Lefferts Historic House interprets everyday life in the farming village of Flatbush as Dutch, African, and Native American children experienced it in the early Nineteenth Century. Through the development of an Exhibit Master Plan, Lefferts offers the most effective interpretation of the House for Brooklyn’s children and families through a series of seasonal special events that highlights the traditions of the period and the people.</p> <p>The Prospect Park Tennis Center’s Junior Development program serves the diverse population within Brooklyn communities, including many underserved youth that participate on a scholarship basis.</p> <p>A Federally-funded user study of Prospect Park indicated the majority of park visitors come from CD-eligible Brooklyn census tracts.</p> <p>For more information about Prospect Park, please visit the following websites: www.nycgovparks.org/parks/prospectpark or www.prospectpark.org.</p>
20	Project Name	Van Cortlandt / Pelham Bay Administrators' Office
	Target Area	
	Goals Supported	Provide recreational activities for low/mod people
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$446,000
	Description	Van Cortlandt and Pelham Bay Parks are the largest (2,766 acres) and fourth largest (1,146 acres) parks in the City. CD funds pay for staffing and related expenses associated with the administration of both parks.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that a combined 7,900,000 individuals will visit both parks.
	Planned Activities	<p>The Van Cortlandt Park Administrator’s Office and the Pelham Bay Park Administrator’s Office predominantly serve the low- and moderate-income residents of the Bronx. CD-funded staffing at Van Cortlandt Park includes the Park Administrator, Special Events Coordinator, and an Office Manager. At Pelham Bay Park, the Administrator is covered by tax levy funds while CD funds pay for the Natural Areas Manager, Wildlife Manager, and Special Events Coordinator. Staff oversees all programming, maintenance, and operations of the parks in addition to capital projects.</p> <p>The Administrators' Offices offer the following services:</p>

		<ul style="list-style-type: none"> • Coordination of conservation and recreation activities; • Coordination and implementation of special projects and events; • Coordination of natural area restoration and horticultural improvements; • Coordination of public programs; • Coordination and implementation of volunteer programs; • Administrative and liaison functions with the parks' primary community groups; • Public relations and community outreach; • Coordination of capital planning; and • Delivery of services to ensure park safety and security. <p>For more information about Van Cortlandt Park and Pelham Bay Park, please visit the following websites: www.vcpark.org or www.nycgovparks.org/parks/VanCortlandtPark and www.pelhambaypark.org or www.nycgovparks.org/parks/pelhambaypark.</p>
21	Project Name	GreenThumb
	Goals Supported	Provide community green space through gardens
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$799,000
	Description	Garden materials, technical assistance, and general support services are provided to community groups for the creation of community vegetable and flower gardens in vacant lots.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that there will be 21,000 registered GreenThumb gardeners (aka "volunteers").
	Planned Activities	Established in 1978, GreenThumb remains the nation's largest urban gardening program, assisting 600 neighborhood groups in the creation and maintenance of community gardens aimed at increasing civic participation and encouraging neighborhood revitalization. GreenThumb was initiated in response to the City's severe financial crisis during the 1970s, which resulted in a serious loss of population and housing in neighborhoods throughout the five boroughs. A tremendous amount of public and private land was left vacant, adding an unattractive and unsafe element to these devastated communities. GreenThumb's assistance helped neighborhood volunteers transform derelict land into active and attractive community resources. Administered by the Department of Parks and Recreation, GreenThumb provides

		<p>technical support/assistance and manages the license agreements for all community gardens located on City property. Gardens located in CD-eligible areas are also provided materials and tools. A majority of the gardens are under the jurisdiction of the Department of Parks and Recreation while the rest are on Department of Housing Preservation and Development and Department of Education land.</p> <p>GreenThumb organizes two large events every year starting with the annual Spring GrowTogether conference showcasing over 70 garden workshops that attract approximately 1,500 city gardeners. In the fall, GreenThumb hosts the Harvest Fair where gardeners show off their summer bounty and compete for blue ribbons in 30 vegetable, flower, and herb categories. GreenThumb links the distribution of all materials to educational workshops that are developed in partnership with gardeners and other greening organizations. All workshops are designed to enhance gardeners’ horticultural, construction, and community development expertise, thus increasing the sustainability of their gardens and communities. In 2015, GreenThumb expects to offer approximately 50 educational workshops and events that will serve approximately 5,000 participants. GreenThumb promotes these numerous events, workshops, and workdays held in community gardens. As part of its programming, GreenThumb maintains an informational website, www.GreenThumbnyc.org.</p> <p>The majority of GreenThumb gardens are located in community districts that request and receive Federal financial support for a combination of affordable housing, business development, and open space projects. As a result, active garden sites create a stable force in the community and serve as anchors for area redevelopment initiatives.</p> <p>GreenThumb gardeners, who often live or work near the gardens, share many interests such as public safety, environmental quality, housing, and educational opportunities in their communities. GreenThumb gardens are managed by community and block associations that are interested in improving their neighborhood through a complement of open space, affordable housing, and economic development opportunities. Indeed, the City's GreenThumb program and its gardeners have spearheaded the national community gardening, open space, and urban farming movements.</p> <p>For over 35 years, GreenThumb has been successful at responding to crises and making positive contributions towards the City’s vision for greener, safer, and more inclusive neighborhoods. GreenThumb gardens have a solid track record of community involvement and accomplishment and offer consistent public programming aimed at improving the quality of life for residents of all ages.</p>
22	Project Name	Day Care Center Services
	Goals Supported	Provide day care services to low/mod households
	Needs	Non-Housing Community Development/Public Services

	Addressed	
	Funding	CDBG: \$2,963,000
	Description	Children are provided child development, educational, and social services in day care centers operated under contract with the City.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide day care for 377 children.
	Planned Activities	<p>The Administration for Children’s Services’ (ACS) Division of Early Care and Education provides oversight to one of the largest municipal early care and education systems in the country. Approximately 105,000 children are provided early care and education services in different types of service settings. The most recent data for programs operated under contract with the City estimates 30,942 enrollees.</p> <p>All EarlyLearn NYC programs contracted with ACS’ Division of Early Care and Education are designed to ensure that quality services are provided to children. Individualized and group educational instruction, group play, trips, and special projects are a few of the activities offered. A parent advisory committee is an integral part of the program. Programs offer family engagement activities and community participation is encouraged by the program staff and parents. The goal is to provide a safe learning environment for the delivery of group and family day care services that are designed to address the developmental, social, educational, and nutritional needs of children aged 2 months to 12 years old.</p>
23	Project Name	Elderly Minor Home Repair Program
	Goals Supported	Maintain habitability for elderly homeowners
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$362,000
	Description	The New York Foundation for Senior Citizens, Inc. provides free home repair services for elderly homeowners meeting the HUD Section 8 low- and moderate-income criteria.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will perform repairs in the homes of 2,200 seniors.
	Planned	Abandonment of privately-owned homes by senior citizens is a serious concern.

	Activities	<p>Such abandonment has a negative impact on individual citizens, neighborhoods, and the cost of local government services. The causes of senior citizen housing abandonment include the homeowner's lack of money to pay for needed repairs and maintenance, their physical inability to handle the maintenance needs of their property, and the lack of information on available resources and services for home maintenance. As the demographic profile of New York continues to age, and as senior homeowners experience declining health, this social problem will require increasing attention and action. As homes fall into ill-repair, often leading to abandonment, there are substantial public costs as the City deals with increasingly deteriorated neighborhoods and increased social service costs for displaced individuals. A cost-effective approach is to provide senior citizens with the means to maintain their homes, thereby preserving neighborhoods.</p> <p>This program, administered by the New York Foundation for Senior Citizens, attempts to address many of the conditions that lead to home abandonment. Some of the services that are included are minor home repairs and outreach and coordination with other agencies handling senior citizen problems. The program is available on a citywide basis to persons 60 or older who are at or below the Section 8 income limits.</p> <p>Household income is defined as benefits of Social Security, Supplemental Security Income (SSI), pension, employment, rental income, declared interest/dividend income, and contributions from family on a regular basis. Clients must submit photocopies of income and homeownership records (tax bill or mortgage bill). Condo and co-op clients must have their board's permission for work to be done. The Elderly Minor Home Repair Program is publicized with the assistance of the Department for the Aging, senior citizens centers, elected officials, and through the use of local newspapers. In addition, flyers are posted in libraries, post offices, and barbershops/beauty salons. Presentations are also given at senior centers, clubs, retiree groups, etc. For more information on the Program, please call (212) 962-7655 or visit www.nyfsc.org/services/repair.html#safety.</p>
24	Project Name	Community Arts Development Program
	Goals Supported	Increase capacity of local arts organizations
	Needs Addressed	Non-housing Community Development/Capacity Bldg
	Funding	CDBG: \$279,000
	Description	CADP uses consultants to provide technical assistance to small cultural organizations.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete capacity building projects with 13 arts and cultural organizations.

<p>Planned Activities</p>	<p>Cultural organizations play a vital role in creating and maintaining healthy, vibrant communities. This is particularly true in low-income, underserved neighborhoods where services offer a welcome benefit. However, the Department of Cultural Affairs (DCLA) recognizes that, as such communities go through demographic and economic transitions, cultural groups must respond to their environment’s changing dynamics. Ultimately, leadership must ensure not only that the organization’s activities remain relevant and accessible, but that operations, resources, and outreach are effective and sufficient to support the organization’s enduring mission and vision.</p> <p>CADP’s initiative Community Arts Leadership (CAL), now in its second year, aims to fortify small-budget arts organizations by ensuring that their leadership has the skills and capacities to successfully run a NYC nonprofit cultural organization. The program takes the position that managing and working in a constantly changing environment is the norm, and that broad-based leadership is critical for ensuring alignment between vital programming for the community and effective operations and resources to sustain it. Furthermore, it recognizes that leadership comes in many forms, including executive directors, financial managers, board members, program directors, and committed volunteers.</p> <p>The program’s year-long leadership development training provides participants with the opportunity to gain knowledge, exchange ideas, and sharpen their capacity to lead. Additionally, leaders emerge with an enhanced capacity to analyze and understand their communities, and thus more effectively address the challenges fundamental to their organizations’ ability to exist and flourish. It is anticipated that 11 to 13 groups will take part in the CD-funded development activities.</p> <p>In order to be eligible for assistance, an organization must serve a primarily low- and moderate-income community and have a mission and programs that substantially focus on the arts and cultural activities. For further information about program guidelines, including eligibility requirements, check the DCLA website (www.nyc.gov/culture).</p> <p>By helping an organization improve its own capabilities, the City can increase the organization's productivity. The value created extends beyond the impact of the technical assistance provided and raises the overall effectiveness of the organization to offer services to its community. Groups emerge better prepared to meet the challenges of sustaining their organizations.</p> <p>This year, CADP also intends to offer occasional one-time events, including seminars, panel presentations, and one-day workshops. These events will be designed to complement the CAL workshops and targeted to the needs of those participants, but may be open to other members of the field where possible.</p> <p>For further information regarding Community Arts Leadership, please contact Perian Carson at pcarson@culture.nyc.gov.</p>
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		CD funds pay for two people to oversee CADP.
25	Project Name	Landmarks Historic Preservation Grant Program
	Goals Supported	Preservation of historic buildings and areas
	Needs Addressed	Housing - Residential Historic Preservation Non-housing Community Development/Non-ResiHistPrsr
	Funding	CDBG: \$114,000
	Description	The program consists of two components: a facade restoration grant for homeowners and a grant for nonprofit organizations.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete historic preservation projects at three residential properties and one non-residential property.
	Planned Activities	<p>The Historic Preservation Grant Program provides financial assistance to rehabilitate, preserve, and restore publicly-, privately-, or nonprofit-owned historic properties and sites that are designated individual New York City landmarks, within designated New York City historic districts, or listed on or eligible for listing on the National Register of Historic Places. To qualify for an interior restoration grant, the building's interior must be designated.</p> <p>Eligible properties cannot have unpaid real estate taxes, water/sewer charges, or un-rescinded notices of violation issued by the Landmarks Preservation Commission (LPC) or the Department of Buildings.</p> <p><u>Homeowners Grants</u></p> <p>This component provides grants to homeowners who reside in their buildings. The grants are intended to assist homeowners in repairing and restoring the façades of their buildings. Homeowners are eligible to receive historic preservation grants if they meet one of the following criteria:</p> <ul style="list-style-type: none"> • Their income, or the incomes of at least 51 percent of their tenants, does not exceed Section 8 low- or moderate-income limits; or • The condition of the façade of their home is detrimental to the public's health and safety. Such conditions address HUD eligibility criteria for activities that aid in the prevention or elimination of slums and blight on a spot basis. Homeowners' incomes under this category may not exceed the Area Median Income. In addition, depending on the level of their income, homeowners must contribute at least 25 percent, 37.5 percent, or 50 percent of the value of the LPC grant towards the cost of their project. This contribution may be from owner equity, loan proceeds, or other grants. <p><u>Nonprofit Grants</u></p> <p>This component provides historic preservation grants to nonprofit organizations</p>

		<p>organized under Section 501(c)(3) of the Internal Revenue Code. Subject to certain restrictions set forth in the CD regulations, nonprofit organizations that own designated buildings are eligible to receive historic preservation grants if they meet one of the following criteria:</p> <ul style="list-style-type: none"> • They serve a low- and moderate-income area or population that is deemed to be CD-eligible; or • Their buildings require work to eliminate specific conditions detrimental to public health and safety. Organizations that do not serve low- and moderate-income areas or people must contribute at least 50 percent of the value of the LPC grant towards the cost of their project. <p>Both homeowner and nonprofit applicants are identified through general LPC outreach and publications, direct mailings, and through staff presentations to block and neighborhood associations. CD also funds staff to administer the program, which is charged to CDBG Administration.</p>
26	Project Name	Landmarks Preservation Commission Planning
	Goals Supported	Preservation of historic buildings and areas
	Needs Addressed	Non-Housing Community Development/Planning
	Funding	CDBG: \$538,000
	Description	LPC Planning conducts activities such as environmental reviews and architectural, archaeological, and historical analyses.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	<p>The LPC Planning program has three components: Research, Environmental Review, and Archaeology. For Calendar Year 2015, the program will continue its CD-eligible activities as outlined below:</p> <p>The program's Research activities include surveying the City's buildings to identify those that may merit landmarks designation; conducting extensive research about properties that are under consideration for landmark or historic district status; and preparing detailed reports about each proposed district or individual site to provide a basis for determining whether to designate them as historic districts or individual landmarks. Surveys serve as planning tools to establish priorities and set goals for designating the next generation of landmarks and historic districts.</p> <p>The Archaeology unit's primary responsibilities are to assess the potential archaeological impact of proposed projects subject to City, State, or Federal environmental review and to oversee any ensuing archaeology that may be</p>

		<p>needed. The unit also regulates projects that impact some landmarked archaeological resources such as within historic districts, parks, and burial grounds. The unit consists of three members; each plays a different role in the process. The Urban Archaeologist conducts the initial screenings. If a project has the potential to impact significant archaeological resources, an archaeological documentary study completed by a consultant is recommended. The Director of Archaeology then determines the subsequent archaeology to be completed by consultants, which may include a scope of work for archaeological testing, the archaeological testing, and archaeological mitigation. Mitigation may include full archaeological excavation, project redesign, and public outreach such as an exhibit. The Director also reviews relevant applications for work on designated properties submitted to the agency and issues permits. Finally, the Director maintains the City's archaeological repository, which is open to scholars and museum professionals upon request. The unit also includes a part-time Advisor to the Chair, who offers technical guidance as needed.</p> <p>The Environmental Review unit assists Federal, State, and City agencies whose projects are subject to the environmental review process by assessing the potential impacts of certain projects on the City's historic and archaeological resources. As part of the review process, the department issues comments in response to Federal, State, and City regulatory requirements and combines findings from the Research and Archaeology components into its final comments. Findings of potential impacts uncovered during the review process, if any, are also disclosed in the comments. If the proposed project significantly impacts these properties or sites, the department works with the lead agency and the appropriate Federal or State agencies to mitigate or reduce the impact as much as possible. As such, the department also negotiates Memoranda of Agreement under Section 106 of the National Historic Preservation Act and Letters of Resolution under Section 14.09 of the New York State Preservation Act, and oversees any mitigation measures under those agreements. The department also maintains and supports the ERGIS Historic Maps application, which consists of an interactive Geographic Information System with each project site review geo-referenced along with access to the LPC ERGIS digital historic map collection. ERGIS Historic Maps now supports over 2,300 geo-referenced maps that are used for project reviews and to assist other lead or interested agencies.</p>
27	<p>Project Name</p> <p>Goals Supported</p> <p>Needs Addressed</p> <p>Funding</p> <p>Description</p> <p>Estimate the number and</p>	<p>Bronx River Project</p> <p>Revitalize the Bronx River and the adjacent area</p> <p>Non-Housing Community Development/Public Services</p> <p>CDBG: \$191,000</p> <p>The Bronx River Project works to improve and protect the Bronx River, create a continuous greenway along its banks, and provide opportunities to enjoy and care for the river.</p> <p>For 2015, the program anticipates that it will serve 207,000 individuals.</p>

<p>type of families that will benefit from the proposed activities</p>	
<p>Planned Activities</p>	<p>The Bronx River Project works to restore the river and create a continuous greenway along its length. The program has several funding sources including City tax levy, private grants and gifts, State grants, and other Federal grants. CD funds are used to purchase education and outreach materials, office supplies, field equipment, and restoration supplies; for maintenance of a website (www.bronxriver.org); and for the support of program consultants and ecological restoration personnel. The CD funding fully covers the Bronx River Conservation Manager position and two Crew Leader positions. The Department of Parks and Recreation (DPR) coordinates closely with the Bronx River Alliance to implement programs along the river as follows:</p> <p>Education: The Bronx River Education Program provides hands-on outdoor learning opportunities for thousands of students and educators in communities along the Bronx River. The program has three components: Bronx River Classroom, the Bronx River Stewards Volunteer Monitoring Program, and the <i>Wade into the Bronx River</i> series, which includes free lectures, walks, and workshops on educational topics related to the river. In addition, the Recreation Program guides thousands of Bronx residents each year on educational paddling adventures on the river.</p> <p>Outreach Program: Every year, the Bronx River Outreach Program draws thousands of people to the river through public events, including the Amazing Bronx River Flotilla, the Bronx River Festival, and dozens of other activities including volunteer-led walks, clean-ups, restoration projects, movies nights, and performing arts programs along the river.</p> <p>Ecology Program: The Ecological Restoration and Management Program works to protect, restore, and manage the Bronx River through field work and policy leadership. Guided by an Ecology Team (comprised of scientists, community residents, and agency representatives), the Ecology Program tackles the most pressing ecological issues that affect the river corridor. The Bronx River Conservation Crew has a full-time presence on the river, implementing, monitoring, and maintaining the river and upland restoration efforts. To date, the Crew has planted nearly 90,000 trees, shrubs, and plants and removed over 650 tons of garbage; supported oyster and fish reintroduction projects; and performs year-round blockage and litter removal to keep the river clean and accessible to tens of thousands of paddlers.</p> <p>Greenway Program: The Greenway Program, which is not CD-funded, develops open spaces, restores existing parks, and integrates them into a series of continuous parks and trails along the river—the Bronx River Greenway. When complete, the greenway will form a 23-mile ribbon of parkland along the river from the Kensico Reservoir to the East River, opening up a healthy corridor for walking, biking, and running in communities that desperately need access to open spaces.</p>

		<p>The Alliance is uniquely structured to create common ground between government agencies and community-based organizations to develop the greenway.</p> <p>For the past several years, DPR has been consolidating the parkland along the entire New York City length of the river into a single Bronx River District (District 14). The district will expand southward as new, contiguous parks come into being. A single Bronx River District will foster more effective river- and greenway-wide programming, implementation of river-length ecological projects, and maintenance activities to uphold the environmental standards of the greenway's parks and pathways.</p>
28	Project Name	Land Restoration Program
	Goals Supported	Improve sanitary conditions throughout the City
	Needs Addressed	Non-housing Community Development/Interim Assist
	Funding	CDBG: \$521,000
	Description	Funding provides low-cost restoration treatment for large tracts of vacant City-owned land within CD-eligible areas of the City.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will treat 102 acres of vacant City-owned property.
	Planned Activities	<p>The Land Restoration Program (LRP) is administered by the NYC Department of Parks and Recreation (DPR). Established in 1982, the Program's primary focus has been to address New York City's problem of vacant lots within CD-eligible areas.</p> <p>LRP adopts sites for treatment annually on a rolling basis as the result of strict inspection parameters and/or at the request of Borough Presidents, Community Boards, and City Council Members. LRP routinely targets sensitive areas near public housing, playgrounds, community centers, churches, and schools for inclusion on the "Target Site List" for vacant lot restoration and site improvements. The vacant lots are often polluted with drug paraphernalia, domestic litter, and industrial debris and frequently contain hazardous materials, rats, and severe vegetative overgrowth. Sites for improvement frequently have structures to be demolished and removed. The LRP crew works with other City agencies including the Department of Transportation, the Department of Housing Preservation and Development, the Department of Citywide Administrative Services, and the Department of Sanitation to get sites cleaned and fenced. Sites are then graded, tilled, planted as needed with specialty seed mixes customized for the City, and put into a rotational treatment plan or turned over to community groups for continued care. Sites are revisited throughout the season for mowing, cleaning, or other improvements in order to prevent them from falling into disrepair again.</p>

		<p>Vacant lot treatment by LRP provides communities:</p> <ul style="list-style-type: none"> • Increased safety by removing tall weeds that are often used as cover for illegal activity; • Decreased harborage for insects, rodents, and the associated diseases; • Reduction in vacant lot or site health hazards; • Reduction in the cost of re-cleaning or reclaiming treated sites; and • Increased property value and property that is attractive to residents and potential developers. <p>The site selection and improvement process begins in the fall with the review of requests from various groups, agencies, or individuals. Sites are inspected and compared against the CD-eligible census tract maps and the roster of City-owned property. Site lists are regularly updated throughout the season to ensure the program reaches the most communities possible. LRP routinely tries to find local community partners to help with site maintenance in between visits.</p> <p>Due to the significant loss of vacant lots to development, LRP had expanded its objectives to include partnership projects with other programs such as GreenThumb gardens. LRP will implement a drastic shift away from vacant lot treatments and a larger focus on heavy duty projects in gardens. Some of these projects will include invasive species removal, debris removal, sidewalk and fencing issues, hazardous structure removals, hazardous tree identification/management, and other related work. LRP also upgrades established gardens as well as assists the GreenThumb program with community education. To this end, LRP will continue staff training efforts in order to proactively address emergencies or special needs.</p>
29	Project Name	Neighborhood Vacant Lot Clean-Up Program
	Goals Supported	Improve sanitary conditions throughout the City
	Needs Addressed	Non-housing Community Development/Interim Assist
	Funding	CDBG: \$18,793,000
	Description	Vacant lots littered with garbage, debris, and bulk refuse are cleaned. CD funds pay for lot cleaning staff, security, equipment storage, and equipment mechanics.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will clean 3,897 vacant lots that pose threats to the public's health and safety.
	Planned Activities	The Department of Sanitation (DSNY) cleans vacant lots and the surrounding premises of abandoned buildings that are littered with garbage, debris, and bulk refuse to meet the City's Health and Administrative Code standards. CD funds pay for services that are performed in CD-eligible areas. Monthly cleaning schedules are

		<p>keyed to Community Boards and based on the following priorities: health emergencies, preparatory cleaning for other CD-funded lot-related programs, and Community Board requests.</p> <p>The Lot Inspection Unit investigates all requests for lot cleaning services, including 311 requests. Lot Inspectors prepare work orders, eliminate duplicate requests, and refer non-lot-related conditions to the proper agency for corrective action when appropriate.</p> <p>The Lot Cleaning Division cleans vacant lots and services other dump-out conditions, known as “diversions,” which occur on streets, sidewalks, and uncut/unpaved streets, etc. These occurrences are identified as being in CD-eligible or -ineligible areas and recorded accordingly. Additionally, the Division cleans perimeters of properties that have abandoned structures, such as foreclosed properties. Privately-owned properties are billed accordingly.</p> <p>The program also conducts tire removal operations. In addition to removing a blighting influence, tire removal assists in the effort to battle the West Nile Virus as mosquitoes often breed in water that collects in discarded tires. Tires and metal are recycled to private vendors with a stipulation that they are to be reincorporated as a substitute for goods made from virgin materials.</p> <p>CD funds also provide private security for the Neighborhood Vacant Lot Clean-Up Program’s operations, mechanics to repair the program’s equipment, and waste disposal costs for debris removal from CD-eligible areas.</p> <p>During periods deemed as emergencies by the City, Governor, or President, such as weather-related or other emergencies, CD resources may be re-directed to address these emergency conditions. Personnel and equipment will be utilized in CD-eligible areas and in non-CD-eligible areas if an emergency blighting condition exists. Work may involve opening streets in the emergency area due to debris or other circumstances obstructing the streets. This will allow for the safe passage of ambulances, police, and fire vehicles; fuel oil deliveries; food delivery vehicles; public transportation; school buses; and other emergency personnel to make emergency repairs to infrastructure such as water mains, sewers, and residential buildings, etc. In the event of a declared snow emergency, CD-funded snow removal activities will only take place in CD-eligible areas. When a trash collection backlog develops as a result of a snow emergency, personnel will be used for emergency trash removal for as long as the emergency condition exists. A return to lot cleaning duties will be ordered as soon as possible when meaningful and productive work can be accomplished in the lot cleaning operation.</p> <p>Program income is generated from payments by private lot owners for the cost of lot cleaning services and from interest (fees charged for late payments). Program income is cost-allocated based on the percentage of the lots located in CD-eligible areas.</p>
30	Project	Scorecard Program

Name	
Goals Supported	Improve sanitary conditions throughout the City
Needs Addressed	Non-Housing Community Development/Planning
Funding	CDBG: \$382,000
Description	Scorecard produces street and sidewalk cleanliness ratings so the Department of Sanitation can develop policy; plan changes to its cleaning and enforcement programs; and evaluate its methods.
Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
Planned Activities	<p>Through the Scorecard Program, service inspectors employed by the Mayor's Office produce monthly street and sidewalk cleanliness ratings for every City neighborhood. A visual rating scale is used to determine the percentage of acceptably clean streets and sidewalks. Results are published on the Mayor's Office's website and provided to the Department of Sanitation (DSNY). Additionally, quarterly reports are developed for the City's Business Improvement Districts (BIDs). The program was initiated by the Mayor's Office of Operations in 1978.</p> <p>The two main purposes of the Scorecard Program are to help DSNY: 1) develop and evaluate policy related to its cleaning and enforcement programs; and 2) assess the performance of its field managers. In addition, Community Boards and other members of the public use the data to learn about cleanliness conditions in their neighborhoods and participate with DSNY in developing operational and enforcement changes (including Alternate Side Parking regulations, street/sidewalk inspections, vacant lot cleaning, and the placement and emptying of street corner litter baskets). Changes requested by the community are often implemented by DSNY on a pilot basis with the stated criterion for continuation being no negative Scorecard impact.</p> <p>Currently, numerous BIDs, including some local development corporations and industrial parks, receive Scorecard ratings on a monthly or quarterly basis to help evaluate their self-funded street and sidewalk cleaning efforts. These organizations can use the data to judge the effectiveness of their own cleaning efforts and to work with merchants and other commercial interests to improve local cleaning practices, generally. The City Comptroller's Office has used Scorecard data in conjunction with audits of the BIDs' use of City funds for district cleaning. Baseline ratings have also been developed, on a pilot basis, for organizations that are considering applying for BID status or that are implementing self-funded cleaning programs for commercial areas lacking a BID designation.</p>

		<p>Scorecard ratings have been associated with substantial long-term gains in City cleanliness levels, overall and in specific neighborhoods. Today, approximately 95 percent of City streets and sidewalks are rated acceptably clean. This is a dramatic improvement compared to the less-than-70 percent ratings issued in the early days of the program. The citywide trend can be seen on the Office of Operations' website (www.nyc.gov/html/ops) by linking to Scorecard through the Citywide Performance Reporting tab.</p> <p>Beginning in 2013, Operations updated the sample used to assess cleanliness. After 35 years of rating the same block-faces, Scorecard now uses software acquired using CDBG funds to refresh the randomly selected inspection blocks.</p>
31	Project Name	Adult Literacy Program
	Goals Supported	Improve literacy of low-skilled adults
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$1,561,000
	Description	CD funds are used to administer Adult Basic Education and English for Speakers of Other Languages classes for adults.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide literacy classes to 1,721 adults.
	Planned Activities	CD funds are used to pay for contracts with adult literacy providers that offer instruction in reading, writing, numeracy, and English language instruction in a classroom setting. The Department of Youth and Community Development oversees the program.
32	Project Name	Senior Resident Advisor Program
	Goals Supported	Independent living for the elderly and disabled
	Needs Addressed	Public Housing
	Funding	CDBG: \$450,000
	Description	The Advisors provide around-the-clock intervention in crisis situations for elderly tenants and tenants with disabilities.
	Estimate the number and type of families that will benefit from the	For 2015, the program anticipates that it will serve 2,402 individuals.

	proposed activities	
	Planned Activities	<p>This program provides supportive services, crisis intervention, assistance in maintaining independent daily living, and case management to elderly residents (ages 62 and over) and residents with disabilities in 12 NYCHA developments. The program also provides assistance with accessing public entitlements, advocates with services providers, and monitors the health and well-being of the residents through home visits and telephone check-ups. The ultimate goal of the program is to provide increased services to elderly residents who are aging-in-place and residents with disabilities to help them maintain independent living within the developments; and prevent premature placement in nursing homes or other forms of institutionalization.</p> <p>The program also recruits and trains a cadre of resident volunteers, organized into a floor captain/buddy system, to maintain daily contact with residents in their respective developments, check on their well-being, and report back to program staff. The floor captains are the eyes and ears of the program and are often the first to detect that something is wrong or identify an incident requiring immediate attention. The additional services provided through the floor captain/buddy system have been effective in helping to prevent isolation amongst seniors through increased networking and socialization.</p>
33	Project Name	Project Open House
	Goals Supported	Increase accessible hsg for people w/disabilities
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$217,000
	Description	Project Open House (POH) uses contractors to remove architectural barriers in rental units and owner-occupied homes.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete projects in five owner-occupied units and five renter-occupied units, for a total of ten units.
	Planned Activities	The Mayor's Office for People with Disabilities operates Project Open House, in which CD funds are used to remove architectural barriers from the homes of New York City residents who have mobility impairments. The extent of the work depends on the physical condition of the applicant and their particular needs. Projects include grab bar installations, main entry components (ramp, chair lift, and door), and kitchen and bathroom modifications. Project Open House affords program recipients greater independence through greater accessibility to their living environment.

		<p>The following criteria are used to determine grant recipients:</p> <ul style="list-style-type: none"> • Income eligibility under Section 8 income limits; and • Need for increased independence.
34	Project Name	Housing Information and Education
	Goals Supported	Make the City more livable for ppl w/disabilities
	Needs Addressed	Non-Housing Community Development/Public Services
	Funding	CDBG: \$132,000
	Description	Housing Information and Education provides outreach to people with disabilities, landlords, tenants, and advocates in the areas of housing and housing rights.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide 178,000 units of service to individuals with disabilities.
	Planned Activities	<p>This program, administered by the Mayor’s Office for People with Disabilities, seeks to increase awareness and opportunities for people with disabilities to obtain or retain accessible, affordable housing. It provides:</p> <ul style="list-style-type: none"> • Information and referrals relating to housing discrimination, fair housing laws, and barrier removal programs; • Technical and legal guidance relating to the design and construction of accessible, affordable housing; • New York City Building Code compliance, modifications, updates, interpretations, and recommendations for architects, engineers, designers, developers, landlords, co-op boards, condominium associations, small neighborhood businesses, housing real estate brokers, etc.; • Housing referrals to disability advocates and service organizations that operate housing locator programs and maintain a list of accessible affordable housing; and • Outreach to architects, builders, and community groups.
35	Project Name	HPD Emergency Shelters
	Goals Supported	Prevent long-term displacement and homelessness
	Needs Addressed	Homelessness - Emergency Shelter
	Funding	CDBG: \$14,558,000
	Description	HPD provides emergency relocation services to tenants displaced as a result of fires or vacate orders issued by the Department of Buildings, the Fire Department, or HPD.

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>For 2015, the program anticipates that it will provide emergency shelter to 1,274 households.</p>
<p>Planned Activities</p>	<p>The Department of Housing Preservation and Development’s (HPD) Division of Property Management and Client Services (PMCS) operates Emergency Housing Services (EHS), which provides temporary emergency shelter and housing relocation services to residential tenants displaced as a result of fires or vacate orders issued by the Department of Buildings, Fire Department, Department of Health, or HPD.</p> <p>Emergency Response: PMCS contracts with the American Red Cross (ARC) on emergency response and sheltering services for displaced households. ARC assesses clients’ needs, provides initial shelter services through contracted hotels, and attempts to relocate households back to their units of origin or with friends and relatives. Households that are not relocated by ARC are referred to HPD or the Department of Homeless Services as appropriate. Hotel costs for households who are eligible for HPD services are reimbursed by HPD.</p> <p>Shelter Placement: EHS’s Central Intake assesses ARC-referred households for eligibility and assigns shelter placements based on unit and household size, matching school affiliation, other community support systems, and special needs as appropriate. Households with children are placed in one of three Family Living Centers located in three boroughs (Bronx, Brooklyn, and Manhattan). Households with no children are placed in privately-owned hotels in four boroughs (Bronx, Brooklyn, Manhattan, and Queens) that have entered into an agreement with HPD for sheltering services.</p> <p>Storage Services: EHS staffers provide storage services through a contracted vendor to clients who have furniture and other items that are not needed during their stay in a shelter. Clients must arrange to remove their stored items upon shelter exit.</p> <p>Family Living Centers (FLC): Each FLC is staffed by social service contractors that provide case management services including benefits advocacy; employment and/or vocational assistance and support; counseling and referrals for other needed services; documentation gathering; and family support activities.</p> <p>Hotels: Households residing in participating hotels are serviced by EHS Case Managers who provide case management services including housing search/placement, applying for subsidized housing programs/rent subsidies, benefits advocacy, employment and/or vocational assistance and support, counseling and referrals for other needed services, documentation gathering, and family support activities.</p>

		<p>Homeless Rental Unit (HRU): HRU, a work unit within PMCS, partners with EHS and other City agencies that manage shelter systems to coordinate rental processes, from application to lease signing, for apartments that have been set aside for homeless households. These units are a combination of renovated and newly-constructed apartments in housing projects that have been subsidized by HPD and/or Housing Development Corporation financing. Displaced households and homeless households who are income-eligible may apply for these units.</p> <p>Special Enforcement Unit (SEU): SEU, staffed by housing inspectors, Community Associates, and real property managers, provides essential code enforcement support to EHS to decrease clients' length of stay by restoring households to their original apartments quickly. SEU monitors landlords' performance in correcting the hazardous conditions that caused the vacate order. SEU files vacate orders with the County Clerk's Office to place owners on notice of possible relocation liens that may be filed against their properties as a result of the relocation cost expended by HPD. SEU also makes referrals to the Housing Litigation Division to commence litigation against owners who fail to comply with vacate/repair orders in a timely manner. The housing inspectors and support staff are CD-funded.</p>
36	Project Name	HPD Fair Housing Services Program
	Goals Supported	Reduce housing discrimination
	Needs Addressed	Housing - Fair Housing
	Funding	CDBG: \$338,000
	Description	The Department of Housing Preservation and Development provides fair housing counseling and educational services through an agreement with the City's Commission on Human Rights.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as an administrative activity and thus is not required to provide accomplishment projections.
	Planned Activities	HPD's Fair Housing Services Program, the result of an intergovernmental Memorandum of Understanding (MOU) between HPD and the New York City Commission on Human Rights (CCHR), enables HPD to utilize CCHR's dedicated and knowledgeable staff to promote fair housing. The City's Human Rights Law, like the Federal Fair Housing Act, prohibits housing discrimination based on a person's race, color, religion, sex, disability, national origin, or familial status. It also prohibits housing discrimination on the basis of a person's sexual orientation, age, alienage and citizenship status, marital status, partnership status, lawful occupation, gender, or lawful source of income. Since the City's Human Rights Law is inclusive of the Federal Fair Housing Act, the MOU is compliant with HPD's Federally-mandated

		<p>obligation to promote fair housing.</p> <p>The Fair Housing Services Program has two goals. First, it focuses on the obligation of building owners and project sponsors affiliated with HPD-funded projects to comply with the Federal Fair Housing Act and the NYC Human Rights Law. CCHR staff present a review of fair housing obligations during HPD’s weekly Pre-Award Conferences attended by recipients of HPD funding. HPD and CCHR co-host quarterly “Fair Housing in Practice” workshops for representatives of building owners and sponsors, offering guidance on avoiding discriminatory practices and policies, an overview of tenant rights, and HPD affirmative marketing guidelines. Second, the program seeks to promote public awareness at community forums (“Owners Nights” and “Tenant Nights”) sponsored by HPD and local community leaders and offers a website, Fair Housing NYC, that promotes public awareness of fair housing practices and enforcement. Fair Housing NYC is a visually appealing website that provides the public with a broad range of fair housing-related content and referral services. In 2015, the program will continue to provide the aforementioned services and will fund a poster advertising campaign on City buses to promote utilization of the website.</p>
37	Project Name	Housing Policy Analysis and Statistical Research
	Goals Supported	Perform housing market analysis
	Needs Addressed	Housing - Planning
	Funding	CDBG: \$4,430,000
	Description	The Division of Housing Policy Analysis and Statistical Research plans, designs, and implements all projects necessary to conduct the legally-mandated NYC Housing Vacancy Survey (HVS).
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	The Division of Housing Policy Analysis and Statistical Research (DHPASR) plans and conducts major housing-related research requiring advanced concepts and methods and/or large-scale data collection, processing, and analyses, primarily for the legally required New York City Housing and Vacancy Survey (HVS) and reports on the HVS. DHPASR plans, designs, and implements the projects necessary to conduct the HVS and provides reliable data needed for sound planning, policy analysis and research, and program development. The Division prepares and submits to the City Council the Initial Report on the HVS, presenting and analyzing data on the rental vacancy rate, housing inventory, housing conditions, and other housing market situations required for the Council’s determination of whether a housing emergency exists, as the condition necessary for continuing rent control and rent stabilization in the City.

		<p>The DHPASR prepares the main HVS Report, a comprehensive housing market analysis, presenting and analyzing in-depth data from the HVS on the City's population, households, housing stock, vacancies, housing conditions, and other characteristics, such as household incomes, rents, and neighborhood conditions. The Division provides customized HVS data to other divisions of HPD and other City agencies (Mayor's Offices, Office of Management and Budget, Department of Homeless Services, Corporation Counsel, etc.) to support planning; program development; defense of the Housing Maintenance Code; legal and legislative analysis; public information; and responses to Federal grant applications and reporting requirements, including annual and periodic Consolidated Plan requirements. The DHPASR provides justification of the need and substantiates eligibility for use of CD and other funds for agency programs. The Division also assists the Section 8 program with analyses of HVS and administrative data. CD funds largely pay for the staff that conducts these activities.</p> <p>While the HVS is accessible to the public online at no charge, CD program income is generated from the sale of the Report when it is purchased in hard copy.</p>
38	Project Name	HPD Administration
	Goals Supported	<p>Prevent long-term displacement and homelessness</p> <p>Reduce housing discrimination</p> <p>Perform housing market analysis</p> <p>Return foreclosed housing to private ownership</p> <p>Preserve and improve occupied private housing</p> <p>Reduction of blighted properties</p>
	Needs Addressed	<p>Housing - Affordable Housing</p> <p>Housing - Privately-Owned</p> <p>Housing - Planning</p> <p>Housing - Fair Housing</p> <p>Homelessness - Emergency Shelter</p> <p>Non-Housing Community Development/Clearance</p>
	Funding	CDBG: \$6,671,000
	Description	Staff performs administrative functions for several of HPD's CD-funded programs.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as an administrative activity and thus is not required to provide accomplishment projections.
	Planned Activities	<p>Staff in the following units performs administrative functions for several of HPD's CD-funded programs:</p> <p>HLD Administration: The support staff within the Housing Litigation Division oversees and coordinates a number of administrative functions. These functions include data operations, management services, office management, bill processing,</p>

		<p>and supervision of all administrative units within the Division.</p> <p>Invoice Review: Units within the Division of Accounts Payable are responsible for receiving, reviewing, and approving all contractor invoices submitted for payment related to the Division of Maintenance, which includes repair work for both City- and privately-owned properties. In addition, the Division of Accounts Payable reviews invoices and processes vouchers for work done by the Neighborhood Preservation Consultants, utility and fuel payments for in rem properties, advertising, supplies, and construction and related contracts.</p> <p>Fiscal ERP Accounting: Program income from the Emergency Repair Program (ERP) is generated through the collection of owner payments for billed invoices issued by the Fiscal ERP Accounting Unit. When the bill is not satisfied, a lien is placed on the property. The tax lien is removed when the landlord or purchaser makes full payment.</p> <p>Bureau of Maintenance Procurement: The Division of Maintenance’s Bureau of Maintenance Procurement, through a pre-qualified vendor list and requirements contract, bids out and awards repair work to private contractors for both privately-owned (under the Emergency Repair Program) and in rem buildings.</p> <p>Timekeeping and Payroll: The Timekeeping Unit tracks and inputs timekeeping data for HPD employees, including review, verification, adjustments, and input of employee time. The unit also tracks and monitors leave balances and issues, processes resignations and terminations, and responds to employee inquiries. The Payroll Unit processes payroll changes for employees, including direct deposit changes, refunds or changes of union deductions, processing of assignment differentials and jury duty payments, research and resolution of discrepancy inquiries, processing of monetary settlements for grievances, and processing of requests for changes in Federal, State, and City withholdings. The CD-funded Timekeeping and Payroll Unit staff is assigned to work units comprised of employees who perform only CD program functions, such as the Division of Property Management, Division of Maintenance, and Neighborhood Preservation Offices.</p> <p>HOME Program Project Support: CD funds support positions for CD-eligible activities funded under the City’s HOME Investment Partnership Program (HOME). HOME funds may be used to develop and support rental housing and homeownership affordability through Tenant-Based Rental Assistance (which is not eligible as CD project support), rehabilitation, conversion, acquisition of real property, and new construction.</p>
39	<p>Project Name</p> <p>Goals Supported</p> <p>Needs Addressed</p>	<p>Rent Guidelines Board Support Staff</p> <p>Perform housing market analysis</p> <p>Housing - Planning</p>

	Funding	CDBG: \$470,000
	Description	The Rent Guidelines Board Support Staff engages in year-round research efforts to establish rent adjustments to units subject to the Rent Stabilization Law in NYC.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	<p>The Rent Guidelines Board (RGB) is mandated to establish rent adjustments for more than one million units subject to the Rent Stabilization Law in New York City. The Board holds an annual series of public meetings and hearings to consider research from staff and testimony from owners, tenants, advocacy groups, and industry experts.</p> <p>RGB staff is responsible for providing administrative and analytic support to the Board and prepares research regarding the economic condition of rent-stabilized and other residential real estate industry areas including operating and maintenance costs, the cost of financing, the housing supply, and cost of living indices. RGB staff engages in research efforts; publishes its reports for use by the public, other governmental agencies, and private organizations; and provides information to the public on housing questions considered by the Board. CD funds pay for the RGB staff and associated program administration costs. While RGB's reports are accessible to the public online at no charge, CD program income is generated from the sale of the reports when they are purchased in hard copy.</p>
40	Project Name	HPD Program Planning
	Goals Supported	Perform housing market analysis
	Needs Addressed	Housing - Planning
	Funding	CDBG: \$2,288,000
	Description	Staff performs planning, pre-construction functions, and review and issuance of site control letters.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	Business Technology Services (BTS), in HPD's Division of Technology and Strategic Development, is responsible for identifying a specific set of actions (including the establishment and refinement of computerized information systems) to assist HPD

		<p>in achieving its mission of maintaining affordable housing, preservation of the current housing stock, and the development of new housing units. In the course of this work, the BTS collects a range of data and studies the various processing systems of HPD programs to determine their effectiveness and how they can be amended to better serve the City's housing needs.</p> <p>BTS participates in the analysis and design of workflow, processing needs, and business operations of the programs across HPD. It participates in the assessment of the current systems of business operations (manual and computerized) and develops appropriate new computer systems based on housing finance methods, municipal ordinances, codes, and regulations pertaining to planning, zoning, community, and economic development programs.</p> <p>The Division of Strategic Planning (DSP) facilitates the agency-wide strategic planning process with the Commissioner and the HPD senior management team. This includes the identification of strategic priorities and change initiatives; the creation and reporting of milestones for those initiatives; and the management and implementation of key projects. The scope of these projects vary from large- and small-scale strategic and policy initiatives to operational and process re-engineering, usually all of which have a focus on improving the effectiveness and efficiency of the agency. Often, DSP will work on projects that span two or more divisions across HPD, serving a coordinating and centralizing function that helps direct and report back progress from and to the Commissioner's Office.</p> <p>Preservation Planning & Analysis Unit: The Preservation Planning & Analysis Unit, within the larger Office of Enforcement and Neighborhood Services, is responsible for analysis and preservation planning for all operations and initiatives within the Office of Preservation Services. Using performance-based indicators, the Unit performs various strategic management assessment analyses and forecasting, which are utilized to alter and re-design program planning in order to achieve the agency's preservation and enforcement mission.</p>
41	Project Name	In Rem Building Maintenance and Repair Program
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$1,596,000
	Description	CD funds pay for repairs handled by private vendors through Open Market Orders and requirements contracts. Open Market Orders are used for repairs that cost up to \$100,000.
	Estimate the number and type of families that will benefit from the	For 2015, the program anticipates that it will assist 100 units of tax-foreclosed rental housing.

	proposed activities	
	Planned Activities	HPD's Division of Maintenance utilizes Open Market Orders to perform necessary repairs in in rem buildings. OMOs are used for repairs that cost up to \$100,000. Repairs include plumbing and electrical work, seal-ups, boilers, and roofs. Funds are also provided to renovate common building areas such as hallways. Finally, CD funds pay for the costs of fuel and utilities in in rem buildings.
42	Project Name	In Rem Building Maintenance and Repair Project Support
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$2,361,000
	Description	CD funds pay for support staff who are responsible for the oversight of the maintenance and repair effort in the in rem buildings.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 100 units of tax-foreclosed rental housing.
	Planned Activities	<p>Within HPD's Division of Property Management, CD-funded support staff is responsible for the oversight of maintenance and repair efforts in in rem buildings. Responsibilities include:</p> <ul style="list-style-type: none"> • Responding to emergency complaints regarding heat and other essential services; • Organizing, processing, and filing work order requests; • Performing field inspections, holding technical interviews with potential contractors, and processing contractor pre-qualification applications and re-certifications; • Inspecting, monitoring, and surveying repairs for in rem properties; • Managing the process of bidding, awarding, and processing of publicly competitive sealed bids above \$90,000; and • Supervising fiscal support operations and processing invoices for inspection and payment.
43	Project Name	In Rem Material Management and Procurement
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$179,000
	Description	CD funds pay for supply contracts and procurement of materials not included in the

		contracts. Vendors and the Department of Citywide Administrative Services supply and distribute the majority of materials.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 100 units of tax-foreclosed rental housing.
	Planned Activities	<p>HPD incorporates the stockroom functions for DPM, Emergency Repair Environmental Hazards (EREH), and the Emergency Repair Program (ERP) into the Material Management and Procurement Unit. The Unit utilizes CD funds to procure tools and materials to support HPD's property management, lead abatement, asbestos abatement, and emergency repair programs. To procure and distribute the majority of materials to site locations for CD-eligible programs, HPD obtains maintenance and repair items from the Department of Citywide Administrative Services (DCAS) and private vendors.</p> <p>Staff develops specifications, orders supplies, and maintains ongoing contact with private contractors and DCAS to ensure prompt delivery of repair materials to stockrooms. Upon receipt of these materials, staff prepares all necessary paperwork to process the payment requests from the contractors. They are also responsible for the timely distribution of the repair materials and tools upon request from the various HPD programs, maintaining the ability to respond to emergencies throughout the year. They account for the integrity and security of all procured items and maintain the computer inventory management system.</p>
44	Project Name	In Rem Property Management Program
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$3,179,000
	Description	CD funds pay for the rent at HPD's field offices that support the operations of the City's in rem housing stock.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 100 units of tax-foreclosed rental housing.
	Planned Activities	CD funds pay for the rent at HPD's field offices that support the in rem operations.

45	Project Name	In Rem Superintendent Contract
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$57,000
	Description	Superintendents are employed to provide services in City-owned, residential buildings. CD funds pay for the administrative payroll services and benefits for on-site janitorial services.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 100 units of tax-foreclosed rental housing.
	Planned Activities	Under a competitively bid contract with a private vendor, superintendents are employed by the vendor to provide services in City-owned residential buildings. CD funds pay for the salaries and fringe benefits of the superintendents, as well as for payroll services provided by the vendor. The superintendents perform on-site janitorial services and alert HPD when building problems arise.
46	Project Name	Alternative Enforcement Program
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$8,565,000
	Description	The Alternative Enforcement Program (AEP) is intended to alleviate the serious physical deterioration of the most distressed buildings in NYC by forcing owners to make effective repairs.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete projects affecting 425 units of rental housing.
	Planned Activities	The Alternative Enforcement Program (AEP) is intended to address the serious physical deterioration of the most distressed buildings in New York City. AEP can order the property owner to repair or replace building systems as well as to address violations. If the owner fails to comply, AEP can address building systems and violations using CD funds.

		<p>Using criteria set forth in Local Law 29 of 2007 and Local Law 7 of 2011, multiple dwellings are designated annually for participation in AEP. The multiple dwellings selected to participate in the program are high consumers of HPD’s enforcement services, which includes the Division of Code Enforcement, the Emergency Repair Program (ERP), and the Housing Litigation Division (HLD). As described in the laws, an owner will be notified by HPD that based upon the law’s criteria, his or her multiple dwelling has been chosen for inclusion in AEP. The “Healthy Homes” component of AEP – where mold and vermin violations are specifically identified for correction – was amended to the original legislation at the end of 2010.</p> <p>An owner will have four months to do the following:</p> <ul style="list-style-type: none"> • Correct 100 percent of violations directly related to providing heat and hot water; • Correct 80 percent of class “B” hazardous mold violations; • Correct 80 percent of all vermin violations; • Correct 80 percent of all other class “B” hazardous and class “C” immediately hazardous violations; • Pay all outstanding HPD emergency repair charges and liens or enter into an agreement with the Department of Finance to pay such charges; and • Submit a current and valid property registration statement. <p>If the owner fails to meet all of the requirements for discharge within the first four months, HPD will perform a building-wide inspection and issue an Order to Correct outlining the building systems that need to be replaced in order to address the underlying conditions (to minimize recurrence of those conditions). HPD will prepare a scope of work that will address the conditions cited in the order. Should an owner fail to comply with the order, HPD may perform the work.</p> <p>Program income is generated when owners pay for the cost of the work done by the City as well as management fees.</p>
47	Project Name	7A Program
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$1,426,000
	Description	CD funds are used for systems repair and replacement through 7A assistance packages. The aim is to improve conditions in 7A buildings.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will complete projects affecting 44 units of rental housing.

	<p>Planned Activities</p>	<p>The 7A Program, part of HPD’s Division of Property Disposition and Finance, provides loans for system replacement and repair using both CD and City capital funds. CD funds also pay for staff within the 7A Financial Assistance Unit.</p> <p>Article 7A of the Real Property Actions and Proceedings Law authorizes the Housing Court to appoint administrators to operate privately-owned buildings where delinquent owners have abandoned their buildings and dangerous conditions exist that affect tenants’ health and safety. For the most part, all 7A buildings enter the program after years of neglect and deferred maintenance. 7A buildings are generally located in blighted areas, are under-occupied, and occupants tend to have very low incomes.</p> <p>Legal actions to seek appointment of a 7A Administrator may be brought by HPD’s Housing Litigation Division (HLD) or building tenants.</p> <p>In almost every case, serious emergency conditions exist in these buildings, which, if not corrected immediately, impair the ability of the Administrator to collect rent. Accordingly, the 7A Administrator is authorized to make repairs necessary to stabilize the building and address hazardous conditions; correct violations; provide heat, hot water, and utilities; and, finally, improve rent collections and maintenance services. The 7A Program functions to stabilize and preserve these housing units and provide habitable and affordable housing for the tenants.</p> <p>7A Intake Liaison: 7A Intake Liaisons respond to intake referrals by visiting and evaluating the buildings to determine if the conditions meet the Law’s criteria. If a building is recommended for intake, the unit prepares legal documents and refers buildings to HLD to commence a 7A Proceeding.</p> <p>7A Financial Assistance Unit: 7A Financial Assistance (7AFA) loans are available for 7A Administrators for substantial repairs when collected rents cannot support the cost of the work. 7AFA loans are exclusive to 7A Administrators who are authorized to borrow funds from HPD. The staff underwrites the loan and prepares loan packages. As work is completed, staff supplies loan balances to facilitate the discharge of the buildings to the owners or places liens on the property for any loan and emergency repair charges. In addition, the 7A Financial Assistance Unit manages and services the portfolio and is directly involved in the delivery of services. CD funds pay for the loan coordinators and staff whose activities support CD-funded loans.</p> <p>Counseling Assistance Unit: 7A Counselors, which are primarily tax levy-funded, are involved in reversing emergency conditions and solving 7A building maintenance problems. The Counselors ensure that the buildings do not deteriorate further or develop new emergency conditions. 7A Counselors meet with tenants, coordinate building repair plans, monitor compliance with court stipulations, and work with Administrators to remove Code violations. In addition, they conduct emergency inspections as needed, refer Administrators to the Program Services Unit when necessary, and ensure that 7A buildings meet all annual filing requirements such as</p>
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		<p>Local Law 1 of 2004.</p> <p>7A Program Services Unit: This Unit, which is Tax Levy-funded, provides Administrators with funds to initiate court actions against tenants for non-payment of rent. The staff also reviews applications from organizations seeking court appointment as 7A Administrators and conducts extensive research on owners seeking discharge of 7A buildings. Finally, the staff makes sure that 7A buildings are registered annually and prepares preliminary documents for the 7A Regulatory Agreement.</p> <p>Program income is generated when loans are repaid by buildings that can support such a repayment.</p>
48	Project Name	Emergency Repair Program
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$36,569,000
	Description	The Emergency Repair Program (ERP) works to correct immediately hazardous "C" violations. The goal is to secure voluntary corrective actions by landlords, eliminating the need for direct City involvement.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will perform 16,300 emergency repairs, which includes an estimated 1,800 lead-based paint reduction projects.
Planned Activities	<p>The Emergency Repair Program (ERP) corrects immediately hazardous emergency conditions for which Code Inspectors issued "C" violations or for which another City agency cited an emergency condition. ERP consists of the following units:</p> <p>The Emergency Services Bureau (ESB) immediately contacts owners or managing agents of buildings where HPD has issued "C" violations requiring emergency repair(s). ESB receives violations electronically through the HPDInfo computer system or from other agencies. Staff advises the owner of the condition, the time to certify correction, and the consequences of not doing so. Staff also contacts tenants to determine whether the owner complied and sends notices regarding the repairs with ESB contact information to both the owners and tenants. When HPD cannot certify that the work was done, the violation is forwarded to EREH.</p> <p>Emergency Repair Environmental Hazard (EREH): Intake Unit staff receives emergency repair referrals from ESB. Field inspectors visit buildings to prepare work scopes. Repair crews perform the more common repairs. For more advanced repairs, the Bureau of Maintenance Procurement awards open market orders to vendors, approves and monitors a vendor panel, and registers requirement</p>	

		<p>contracts with private vendors with the Comptroller’s Office. The Vendor Tracking Unit monitors the progress of jobs awarded to outside vendors. Staff ensures that contractors start and complete work according to contract dates; arranges for technical staff to inspect contractors’ work while in progress and upon completion; tracks service charge requests; attempts to resolve access issues; and obtains vendor affidavits for both refused access and no access situations.</p> <p>EREH receives lead-based paint hazard violations that have not been corrected and certified by the property owner. City law defines a lead-based paint hazard violation as the existence of lead-based paint in any dwelling unit in a multiple-unit dwelling where a child aged six or under resides if such paint is peeling or is on a deteriorated subsurface. Within 10 days after the certification of a lead violation is due, EREH re-inspects open lead violations. The unit may perform XRF testing to verify the existence of lead paint violations that have not already been tested. If a landlord fails to address the violations, EREH uses either in-house staff or contractors for remediation and dust clearance testing. By law, HPD must remediate conditions not addressed by the owner within 45 days of a re-inspection. EREH also addresses lead hazards in City-owned residential properties; processes referrals received from the DOHMH Lead Poisoning Prevention Program; conducts asbestos surveys, laboratory analysis, and air sampling; develops specifications and cost estimates for asbestos and lead abatement activities; and monitors contractor performance and compliance.</p> <p>EREH also uses CD funds to seal vacant and accessible privately-owned, residential buildings that threaten public safety in low- and moderate-income areas. (HPD uses City Tax Levy funds for buildings that are not in CD-eligible areas. Sealing activities in in rem buildings are CD-funded under the In Rem Maintenance and Repair Program.) Accessible openings are sealed with stucco, plywood, and/or concrete blocks to prevent illegal entry and occupancy; eliminate fire hazards; and preserve the buildings’ physical structure.</p> <p>EREH’s Utilities and Fuel Unit responds to violations issued for a lack of electricity, gas, or fuel. The unit works with utility companies to restore services to buildings where the owner has failed to provide them and arranges delivery of fuel oil or necessary repairs.</p> <p>The Research and Reconciliation Unit reviews repairs to ensure that all requirements and procedures were followed. Staff examines ESB and EREH records to substantiate the charges imposed when owners question the repairs.</p>
49	Project Name	Primary Prevention Program
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$283,000

	Description	CD funds will be used to pay for staff to administer low-level, interim lead-abatement work.
	Estimate the number and type of families that will benefit from the proposed activities	Since CD funds are only used to pay the salaries of the staff that administer the Primary Prevention Program, the City does not quantify accomplishments for this program.
	Planned Activities	<p>The Primary Prevention Program (PPP) is a low-level interim treatment program funded by the Federal Lead-Based Paint Hazard Control Grant. In conjunction with the Department of Health and Mental Hygiene, HPD's PPP targets areas with high incidence rates of childhood lead poisoning. The goal of this program is the prevention of lead poisoning in high-risk areas. The existing target areas now include: Flatbush, Borough Park, Bushwick, East New York, Bushwick-Bedford Stuyvesant, Kensington-Windsor Terrace, Greenpoint, Williamsburg, Sunset Park, and Cypress Hills in Brooklyn; Wakefield, Morrisania, Highbridge, Tremont, and Belmont-Fordham-Bedford Park in the Bronx; and Corona, Ridgewood-Glendale, and Jackson Heights in Queens.</p> <p>Under the program's selection criteria, a building can qualify for PPP funding only if there is a pregnant woman or a child under the age of six in the residence or visiting on a regular basis. Vacant units with lead hazards are also eligible. Each building must be built prior to 1960 and must contain a substantial number of dwelling units with children under the age of six in the residence or visiting at least 60 hours a year. In addition, households earning less than or equal to 50 percent of the Area Median Income must occupy 50 percent of the dwelling units in the building. The remaining units must be occupied by households earning less than or equal to 80 percent of Area Median Income. The scope of work for PPP includes a mixture of paint stabilization and abatement of positively tested components.</p> <p>CD funds will pay for the program's Director and Project Manager.</p>
50	Project Name	Litigation
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$6,259,000
	Description	CD funds assist in paying for two units within HPD that conduct litigation in Housing Court: the Housing Litigation Division and the Landlord Tenant Litigation Division.
	Estimate the number and type of families that will benefit	For 2015, the program anticipates that it will litigate Housing Code-related cases affecting an estimated 314,990 units of rental housing.

	<p>from the proposed activities</p>	
	<p>Planned Activities</p>	<p>HPD’s Landlord Tenant Litigation Division (LTLD) and Housing Litigation Division (HLD) conduct litigation in the Housing Court of the New York City Civil Court.</p> <p>LTLD, within the Office of Legal Affairs, advises HPD on all legal issues concerning occupants of City-owned properties under HPD jurisdiction. LTLD conducts all tenant-related legal actions in buildings managed by the Division of Property Management (DPM), including tax-foreclosed in rem properties. Such actions include recovering unpaid rent, evicting drug dealers or other disruptive tenants, and removing illegal occupants. LTLD staff also handles a small volume of cases defending DPM against actions brought by tenants in DPM-managed buildings. Both the professional and support staff responsible for these actions are paid for with CD funds as part of the cost of operating in rem properties.</p> <p>HLD, within the Office of Enforcement and Neighborhood Services, initiates actions in Housing Court against owners of private buildings to enforce compliance with the New York State Multiple Dwelling Law’s Housing Quality Standards and the NYC Housing Maintenance Code (the Housing Code). HLD attorneys also represent HPD when tenants initiate actions against private owners, to which HPD is automatically named as a party. The goal is to compel owners to comply through enforceable Orders to Correct, Civil Penalties (fines), and/or Contempt Sanctions. Attorneys and support staff assigned to HLD are approximately 75 percent CD-funded.</p> <p>HLD handles a variety of cases including, but not limited to: (1) Heat and hot water cases when owners do not provide such services to tenants; (2) Comprehensive cases, which seek the correction of all violations in a building. Such cases are typically initiated against owners that have a substantial number of Housing Code violations, failed to provide building services, falsely certified that a violation has been corrected, or failed to register a property with HPD as required by law; (3) Access warrants for buildings where owners have denied access to HPD inspectors to investigate the presence of lead paint or to contractors/crews sent by HPD to correct overdue lead paint hazards. The staff assigned to this activity are 100 percent CD-funded; and (4) Access warrants for buildings where owners have denied access to HPD inspectors to inspect or to HPD’s contractors to correct immediately hazardous conditions.</p> <p>Certification of No Harassment Unit: By law, owners of Single-Room Occupancy (SRO) multiple-unit dwellings must obtain a Certification of No Harassment from HPD before applying for a permit to demolish or reconfigure the building. This process is intended to ensure that owners do not further proposed demolition or construction projects by harassing tenants into leaving. HLD investigates whether harassment occurred during the statutory review period. If there is reasonable cause to believe that harassment occurred, HLD presents its case at an Office of Administrative Trials and Hearings hearing. A finding of harassment prevents the owner from obtaining a demolition or alteration permit for three years.</p>

		Judgment Enforcement Unit: HLD collects judgments from owners and tracks Order to Correct compliance for settlement purposes. Enforcement typically entails locating, restraining, and/or seizing assets of responsible entities. Judgments are returned to the CD program as program income.
51	Project Name	Neighborhood Preservation Offices
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$4,298,000
	Description	The Division of Neighborhood Preservation's (DNP) borough-based offices identify residential buildings at risk of abandonment at an early stage in the process.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	<p>The Division of Neighborhood Preservation (DNP) has three Neighborhood Preservation Offices, which are located in the Bronx (which also covers Manhattan), Brooklyn West (which also covers Staten Island), and Brooklyn East (which also covers Queens). Based on analysis and planning around HPD violation and emergency repair expenditure data, DNP may conduct site assessments to determine whether buildings are at risk of abandonment or are in disrepair. Individual treatment plans may be developed and monitored to improve building conditions and prevent owner abandonment. Additionally, as part of HPD's initiative to identify distressed buildings citywide, DNP may refer buildings to the Alternative Enforcement Program, Third Party Transfer, and the Proactive Preservation Initiative (a component of the Targeted Code Enforcement program).</p> <p>DNP's Neighborhood Preservation Offices also work with community-based nonprofit organizations through the Neighborhood Preservation Consultants program (NPC). These NPCs are under contract with HPD to identify buildings in distress and then provide early intervention assistance, preservation, and anti-abandonment services throughout the five boroughs.</p>
52	Project Name	Neighborhood Preservation Consultants
	Goals Supported	Preserve and improve occupied private housing
	Needs Addressed	Housing - Privately-Owned
	Funding	CDBG: \$702,000

	Description	The Department of Housing Preservation and Development contracts with nonprofit organizations that assist with implementing the agency's anti-abandonment strategy in low- and moderate-income areas.
	Estimate the number and type of families that will benefit from the proposed activities	Unfortunately, there is no appropriate indicator to quantify accomplishments for this program.
	Planned Activities	The Neighborhood Preservation Consultants program is aimed at increasing the involvement of local nonprofits in planning and preserving the City's affordable housing stock, particularly by assisting HPD in implementing its Neighborhood Preservation strategy. Through this program, HPD has contracted with community-based organizations to perform a wide range of housing preservation functions including educating owners in housing-related matters to maintain or restore buildings to a structurally and fiscally sound condition. The role of the consultants is to assess buildings to determine if they are distressed, develop and recommend remedial and intervention strategies to prevent owner abandonment, assist owners in improving their properties, and encourage owners to pay their taxes.
53	Project Name	DCP Information Technology
	Goals Supported	Promote community development through planning
	Needs Addressed	Non-Housing Community Development/Planning
	Funding	CDBG: \$3,074,000
	Description	Planning functions involve geographic data collection and processing for land use, housing, economic, and demographic studies.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as a planning activity and thus is not required to provide accomplishment projections.
	Planned Activities	<p>CD funds pay for support staff, contractual and professional services, supplies, materials, equipment, and software and hardware maintenance (including subscription services) within the various sections of the Department of City Planning's (DCP) Information Technology Division (ITD).</p> <ul style="list-style-type: none"> • Geographic Systems Section (GSS): GSS is responsible for developing and maintaining specialized geographic data processing capabilities that support the planning activities of DCP and other City agencies, including Federally-funded programs such as CDBG. GSS produces the Geosupport System, which processes

		<p>New York City geographic locations, such as addresses and street intersections, standardizes and validates locations, and relates these to various political and administrative districts such as community districts, census tracts, and school districts.</p> <ul style="list-style-type: none"> • Database and Application Development (DAD) Section: DAD collects, processes, and provides land use, housing, economic, and demographic data that are used for developing neighborhood and community development plans, major citywide studies, and tax revenues and economic studies. DAD is also responsible for developing and maintaining on-line database systems that provide easy access to data including, but not limited to, Interim Management Pre-Application Certification Tracking (impACT), which tracks land use projects in the pre-certification review process; Land Use and CEQR Application Tracking System (LUCATS), which tracks applications for land use changes through New York City's Charter-mandated review processes, including the Uniform Land Use Review Process (ULURP) and the City Environmental Quality Review (CEQR); and Primary Land Use Tax Lot Output (PLUTO), which contains extensive land use, zoning, and geographic data that are used with micro-computer database and mapping software. Data updates are completed twice a year. • ITD/Web Team: The Web Team is responsible for designing, building, and maintaining DCP's website for the dissemination of departmental data and information to the general public. • GIS Team: The GIS Team maintains the data and application infrastructure used by DCP's planning and other professional staff for desktop geographic inquiry and analysis. Customized applications and interfaces are developed by the team to enhance the access to, and use of, the various geographic resources both within the agency and for the public. The GIS Team and the Web Team produce a wide range of GIS and related data products under the BYTES of the BIG APPLE heading for free distribution to other government entities and the general public. • PC and Network Services (PCNS): PCNS provides services related to all agency computer hardware and software, and is responsible for managing the local and wide area networks at six DCP office locations. • Director's Office: The Director's Office coordinates the work of the different ITD sections, prepares budget requests for OMB, tracks expenditures against budget allocations, and ensures that audits are completed. This Office is also responsible for maintaining the digital master Zoning Resolution text and coordinates the timely updating of the paper document with staff in the Zoning Division and the Graphics Division. 										
54	<table border="1"> <tr> <td data-bbox="240 1507 412 1579">Project Name</td> <td data-bbox="418 1507 1432 1579">DCP Comprehensive Planning</td> </tr> <tr> <td data-bbox="240 1579 412 1650">Goals Supported</td> <td data-bbox="418 1579 1432 1650">Promote community development through planning</td> </tr> <tr> <td data-bbox="240 1650 412 1722">Needs Addressed</td> <td data-bbox="418 1650 1432 1722">Non-Housing Community Development/Planning</td> </tr> <tr> <td data-bbox="240 1722 412 1759">Funding</td> <td data-bbox="418 1722 1432 1759">CDBG: \$12,029,000</td> </tr> <tr> <td data-bbox="240 1759 412 1852">Description</td> <td data-bbox="418 1759 1432 1852">Staff performs comprehensive planning functions citywide: zoning actions; housing, economic development, and census data analysis; open space and waterfront revitalization plans; etc.</td> </tr> </table>	Project Name	DCP Comprehensive Planning	Goals Supported	Promote community development through planning	Needs Addressed	Non-Housing Community Development/Planning	Funding	CDBG: \$12,029,000	Description	Staff performs comprehensive planning functions citywide: zoning actions; housing, economic development, and census data analysis; open space and waterfront revitalization plans; etc.	
Project Name	DCP Comprehensive Planning											
Goals Supported	Promote community development through planning											
Needs Addressed	Non-Housing Community Development/Planning											
Funding	CDBG: \$12,029,000											
Description	Staff performs comprehensive planning functions citywide: zoning actions; housing, economic development, and census data analysis; open space and waterfront revitalization plans; etc.											

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>This program is categorized as a planning activity and thus is not required to provide accomplishment projections.</p>
<p>Planned Activities</p>	<p>CD funds pay for Department of City Planning (DCP) staff that performs comprehensive planning functions within the following divisions:</p> <ul style="list-style-type: none"> • Strategic Planning: Oversees DCP’s functional planning activities and coordinates land use policy based on identified issues and strategies. Staff helps formulate long-term development and policy objectives for the City. Activities include preparation of key planning documents, directing major citywide studies, and working closely with the City Planning Commission on planning and development issues. • Borough Offices: Develop local zoning and land use policy and prepare comprehensive neighborhood plans. The five offices maintain links to the City’s varied communities by providing technical assistance to the boroughs’ community boards, civic organizations, and elected officials regarding zoning and land use. The offices also review development actions to ensure conformance with local area needs and plans. • Housing, Economic, and Infrastructure Planning (HEIP): Develops citywide plans and policies addressing housing, economic, and infrastructure issues. It conducts comprehensive economic, employment, and housing analyses and studies. HEIP analyzes land use proposals, assists in initiating zoning text and map amendments, and coordinates preparation of the Consolidated Plan and Annual Report on Social Indicators. HEIP’s Population Section conducts demographic studies; advises on demographic, immigration, and census policy issues; distributes census data, analyses, and maps on DCP’s website; and is the City’s liaison to the U.S. Census Bureau. • Planning Coordination Division: Responsible for a range of activities that support the development and implementation of DCP’s strategic planning initiatives including providing DCP Executive Office support in monitoring and reporting on DCP’s work program and priorities; leading and executing special projects and analyses; managing review of community-based 197-a plans; preparing Charter-mandated reports and related publications such as the Mayor’s Management Report, Citywide Statement of Needs, and Community District Needs; and providing analysis and technical assistance with respect to siting of City facilities. • Waterfront and Open Space Unit: Prepares comprehensive and local area plans, advises on citywide waterfront and open space policy issues, and reviews proposed actions on the City’s waterfront for consistency with the Waterfront Revitalization Program. • Zoning: Responsible for maintaining the Zoning Resolution, the laws governing land use in New York City. The Division conducts planning studies to update the Resolution so that it better addresses the City’s needs. Studies range in scope from those focused on developing a specific site to those that deal comprehensively with

		<p>large sectors of the development and business communities or with areas of the City where special purposes are identified. These studies result in major modifications to the Zoning Resolution. The Division also provides general zoning information to the public and other agencies.</p> <ul style="list-style-type: none"> • Urban Design: Serves as DCP’s design department. Drawing on expertise in architecture, landscape architecture, and urban design, staff provides assistance on projects affecting infrastructure design, master planning, overall massing and architectural expression, streetscape, landscape, and sustainable design. The department assists in developing City planning policy to support excellence in urban design, reviews large-scale projects for modification and approval, and designs urban projects in-house when necessary. The department also conducts urban design studies ranging in scope from site-specific projects to comprehensive neighborhood plans and citywide initiatives.
55	Project Name	NYC Business Solutions
	Goals Supported	Facilitate small business development and growth
	Needs Addressed	Non-Housing Community Development/Eco Development
	Funding	CDBG: \$579,000
	Description	NYC Business Solutions provides free technical assistance to small business entrepreneurs in New York City. The program also provides Business Basics training courses.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will serve a total of 5,614 businesses: an estimated 45 businesses will be served at the Vendor Market, 569 businesses will be served by NYC Business Acceleration, and 5,000 persons will attend Business Basics classes.
	Planned Activities	<p>NYC Business Solutions is a set of services offered by the NYC Department of Small Business Services (SBS) to help entrepreneurs and small businesses start, operate, and expand in New York City. NYC Business Solutions’ services include business courses; legal assistance through attorneys offering pro-bono appointments on select business matters; assistance finding financing; incentives and contracting opportunities; navigating government; and assistance finding and training qualified employees. CD-funded staff develops a curriculum of business training courses for delivery at seven NYC Business Solutions Centers and provides direct business counseling through outreach conducted by the Business Acceleration Team and NYC Business Solutions Center staff.</p> <p>Curriculum Development: Free training in business planning, marketing, developing and understanding financial statements, and QuickBooks is provided to micro-entrepreneurs and small business owners at the NYC Business Solutions Centers citywide, with the goal of providing customers with the skills they need to effectively plan, manage, and expand their businesses. SBS staff supports the</p>

		<p>development of effective curricula to meet the business owners' needs, manages consultants who conduct classes, and works with NYC Business Solutions Center staff to market and promote the classes. Classes are currently offered in English and Spanish.</p> <p>NYC Business Acceleration (NYCBA): NYCBA is a free set of services that help business owners open or expand faster and easier, operate more smoothly, and recover from disasters. NYCBA serves businesses citywide. CD funds are used to assist businesses that are micro-enterprises and/or serve low- and moderate-income areas. NYCBA provides a variety of services to help businesses including client management, plan reviews, consultations with inspectors, and inspections from City agencies such as the Department of Buildings, the Department of Health and Mental Hygiene, and the Department of Environmental Protection. The NYCBA client management team is partially CD-funded. CD-funded staff provides one-on-one support and guidance to micro-enterprises and businesses that serve low- and moderate-income areas. Client Managers act as a general point of contact and assist business owners by evaluating the establishment's needs, advising on compliance, coordinating and sequencing required services, and helping with facility disruptions and utility issues.</p> <p>Vendor Market: SBS provides retail space to businesses and startups at nominal rates in the Flatbush-Caton Vendor Market, which serves a low- and moderate-income area in Brooklyn. The market is managed by the Caribbean American Chamber of Commerce and Industry. This organization also provides and funds technical assistance, including assistance in marketing, permits and license acquisition, bookkeeping classes, and merchandising, with part of the fees that they charge the vendors. A CD-funded SBS staff-member oversees the Flatbush-Caton Vendor Market.</p>
56	Project Name	Avenue NYC
	Goals Supported	Revitalize commercial districts in low/mod areas
	Needs Addressed	Non-Housing Community Development/Eco Development
	Funding	CDBG: \$2,144,000
	Description	Avenue NYC promotes the economic viability of neighborhood retail areas by providing general technical assistance and marketing and promotion programs to small businesses.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will provide façade design services to 15 businesses.

<p>Planned Activities</p>	<p>Avenue NYC promotes the economic viability of neighborhood business districts. This program is intended not only to help local businesses directly engage local residents in their commercial district but to also preserve neighborhoods more broadly. The target areas selected for funding experience varying degrees of stagnation, deterioration, or disinvestment, and the income of the areas' populations are low to moderate. Projects usually have a local community sponsor, frequently a Community-Based Development Organization, that represents the needs of local merchants, property owners, and local residents. The sponsor contracts with SBS to carry out the neighborhood revitalization strategy and set the foundation for the area's long-term prosperity.</p> <p>The program's goals are to attract, retain, and expand businesses and business opportunities throughout New York's neighborhoods; provide quality goods and services to local residents serviced by the targeted business district; and foster collaboration among businesses in a neighborhood.</p> <p>In meeting these program goals, SBS staff works with the local sponsor to plan, develop, and administer comprehensive revitalization. The following eligible activities represent some of the basic program elements:</p> <ul style="list-style-type: none"> • Placemaking focuses on creating or enhancing a sense of place that captures or reinforces the unique character of the commercial corridor. The program entails developing a new, or solidifying a current, placemaking strategy that identifies unique attributes of the target commercial district, and executing projects that leverage unique or distinct characteristics of the area to attract local resident customers. These efforts aim to increase consumer spending in the district. • Business Attraction efforts work to attract new businesses and investment into the targeted district so that the commercial corridor may better serve the needs of local residents. • Façade Improvement covers costs related only to program design, administration, and marketing of façade improvement activities. Sponsors will be required to use the services of a design consultant and produce model storefronts with a combination of open grid security gates, retractable or faux-retractable awnings, high quality storefront signs, and an exterior finish (paint or other material). • Merchant Organizing selects sponsors to lead the planning and outreach for the creation of a new merchants association or the revitalization of an existing organization that can address business needs in the commercial corridor. Sponsors are expected to develop a plan for organizing merchants and accomplish concrete organizing milestones within the contract year. • Capacity Building Initiatives build the capacity of nonprofit economic development corporations, Business Improvement Districts, Community-Based Development Organizations, and merchants associations. Initiatives are specific to the technical and strategic needs of each individual organization, draw on the strengths and distinctiveness of each commercial district, and are expected to produce a measurable improvement in the commercial life of the community and functioning of the organization
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		receiving capacity building services.
57	Project Name	CDBG Administration
	Goals Supported	<p>Independent living for the elderly and disabled</p> <p>Increase accessible hsg for people w/disabilities</p> <p>Make the City more livable for ppl w/disabilities</p> <p>Prevent long-term displacement and homelessness</p> <p>Reduce housing discrimination</p> <p>Perform housing market analysis</p> <p>Return foreclosed housing to private ownership</p> <p>Preserve and improve occupied private housing</p> <p>Provide enrichment activities to low/mod areas</p> <p>Provide safe, accessible senior centers</p> <p>Promote justice for victims of crime and abuse</p> <p>Reduce discrimination and promote diversity</p> <p>Reduce homelessness</p> <p>Provide recreational activities for low/mod people</p> <p>Provide community green space through gardens</p> <p>Promote community development through planning</p> <p>Provide day care services to low/mod households</p> <p>Maintain habitability for elderly homeowners</p> <p>Increase capacity of local arts organizations</p> <p>Preservation of historic buildings and areas</p> <p>Revitalize the Bronx River and the adjacent area</p> <p>Provide safe learning environment in City schools</p> <p>Improve sanitary conditions throughout the City</p> <p>Reduction of blighted properties</p> <p>Improve literacy of low-skilled adults</p> <p>Facilitate small business development and growth</p> <p>Revitalize commercial districts in low/mod areas</p>
	Needs Addressed	Administration - CDBG
	Funding	CDBG: \$2,407,000
	Description	CD-funded staff provides administrative support services for planning, management, and citizen participation necessary to formulate, implement, and evaluate NYC's CDBG Program.
	Estimate the number and type of families that will benefit from the proposed activities	This program is categorized as an administrative activity and thus is not required to provide accomplishment projections.
	Planned Activities	This function provides administrative and support services for planning, management, and citizen participation necessary to formulate, implement, and evaluate the City's Community Development Program. These activities include:

		<ul style="list-style-type: none"> • Preparation and implementation of the Citizen Participation Plan, including technical assistance to Community Boards and other interested groups and citizens; • Development of Community Development plans and policies; • Preparation of the City’s Consolidated Plan; • Preparation of the Consolidated Plan Annual Performance Report; • Preparation of Environmental Reviews; • Monitoring of the expenditures for CD-funded programs; • Delineation of population groups served by CD programs; • Liaison function with HUD and other Federal departments; and • Certification and maintenance of the necessary records that demonstrate that Federal requirements for environmental review, relocation, equal opportunity, and citizen participation are met. <p>In order to meet this mandate, as well as to plan effectively the City’s future Community Development effort, a portion of the block grant is used to fund planning and management activities within the Office of Management and Budget, the Department of City Planning, the Landmarks Preservation Commission, the Mayor’s Office for People with Disabilities, and the Department of Parks and Recreation.</p>
58	Project Name	Property Disposition and Finance
	Goals Supported	Return foreclosed housing to private ownership
	Needs Addressed	Housing - Affordable Housing
	Funding	CDBG: \$15,549,000
	Description	This program helps achieve the City’s goal of selling tax-foreclosed buildings to the tenants, nonprofits, or private entrepreneurs and returning the buildings to the tax rolls.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 2,977 units of tax-foreclosed rental housing.
	Planned Activities	When in rem buildings are ready to be transitioned into ownership by tenants, nonprofit organizations, or private entrepreneurs, they are transferred from the Division of Property Management to the Division of Property Disposition and Finance (PDF). PDF utilizes the expertise of the community and private sector to provide interim management and project development services, while creating an alternative to City management. The CD-funded components of this effort help achieve the City’s goal of selling the buildings to the tenants, nonprofits, or private entities and returning the buildings to the tax rolls.

		<p>Affordable Neighborhood Cooperative Program: Buildings in the Affordable Neighborhood Cooperative Program (ANCP) are City-owned Tenant Interim Lease properties that have been slated to undergo rehabilitation and transfer to tenant ownership as cooperative HDFCs upon successful completion of rehabilitation and milestones.</p> <p>HPD partners with nonprofit and for-profit partners to work with the tenant associations to facilitate the rehabilitation while leveraging private financing with City capital funds. The partners will work with the tenant associations during the predevelopment phase. At the construction loan closing, title will be transferred to a third party nonprofit to manage the properties as partner developers begin construction. At construction completion, the title will be transferred to the residents as a cooperative HDFC. CD pays for the ANCP staff who work on the maintenance and management activities of the TIL properties, which are not directly related to disposition.</p> <p>Program Technical Assistance and Support: Planning and technical staff provide ongoing assistance to tenants, nonprofits, and for-profit developers. Support staff in ANCP work closely with tenants and monitor the activities of the tenant associations from the intake stage through the building's tenure in the program. In addition, they provide technical assistance during the sales process.</p> <p>Third Party Transfer: In 1996, the City obtained legislative changes that altered the process by which it forecloses on tax delinquent residential properties. Through Local Law 37, rather than the City taking title to these distressed properties, the City may petition the Court to convey the property to a qualified third party. HPD packages these sites into clusters and, through a Request for Qualifications process, selects responsible new for-profit and nonprofit owners who will ultimately take title to each cluster. Until the properties are transferred to a permanent owner, Neighborhood Restore, a nonprofit entity, assumes interim ownership and provides technical assistance to and oversees management by the prospective owners. The prospective owners manage the properties and secure rehabilitation financing prior to the final transfer, which is expected within one to two years of initial conveyance. Rehabilitation financing is generally provided through HPD's loan programs. During the interim ownership period, HPD provides seed loans to Neighborhood Restore to fund property management costs, of which emergency repairs/building stabilization, fuel and utilities, legal and title fees, and environmental/property surveys are CD-eligible.</p> <p>Tenant Interim Lease: Under Tenant Interim Lease (TIL) in rem buildings that participate in the program are in the process of becoming independent housing cooperatives under an HDFC structure where tenants become homeowners. TIL encompasses several training contracts that enable HPD to work with tenants and Tenant Associations in becoming owners.</p> <p>CD program income is generated when TIL buildings are sold to tenants.</p>
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59	Project Name	CCHR Law Enforcement Program
	Goals Supported	Reduce housing discrimination Reduce discrimination and promote diversity
	Needs Addressed	Housing - Fair Housing Non-Housing Community Development/Public Services
	Funding	CDBG: \$1,676,000
	Description	The Law Enforcement Bureau enforces the City's Human Rights Law and the law prohibiting bias-related harassment.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will assist 2,000 individuals.
	Planned Activities	<p>The Law Enforcement Bureau of the New York City Commission on Human Rights is responsible for the enforcement of the City's Human Rights Law prohibiting discrimination in employment, housing, and public accommodations on the basis of race; color; creed; age; national origin; alienage or citizenship status; gender; sexual orientation; disability; marital status; partnership status; any lawful source of income; status as a victim of domestic violence, sex offenses, or stalking; whether children are, may be, or would be residing with a person; conviction or arrest record; lawful occupation; unemployment status; biased-based profiling; relationship or association; and retaliation. The Law Enforcement Bureau also enforces the law prohibiting bias-related harassment. In accordance with the mandate of the Human Rights Law, the Law Enforcement Bureau provides comprehensive services to members of the public. It addresses their complaints of discrimination through a process that includes intake, investigation, mediation, prosecution, and monitoring. The goal of this multi-faceted enforcement mechanism is to vindicate the rights of those complainants who have been victimized by unlawful discrimination and to prevent unlawful discrimination from playing any role in actions relating to employment, housing, and public accommodations.</p> <p>This program generates CD program income by assessing civil fines and penalties for violations of the City's Human Rights Law.</p>
60	Project Name	Code Violation Removal in Schools
	Goals Supported	Provide safe learning environment in City schools
	Needs Addressed	Non-Housing Community Development/Pub. Facilities
	Funding	CDBG: \$4,500,000
	Description	CD funds are used by the Department of Education to prevent or remove code violations in New York City schools.

	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will prevent or remove code violations in schools that serve an estimated 155,919 children.
	Planned Activities	CD funds are used by the Department of Education to prevent or remove code violations in New York City schools. The activities may include the installation, repair, or replacement of emergency lighting, elevator guards, corridor doors, door closers, fire-rated doors and hardware, panic hardware, fire alarm systems, fire suppression systems, fire extinguishers, sprinklers/standpipes, radiator shields, potable water systems, sewage systems, kitchen ventilation/exhaust systems, and heating/cooling/refrigeration systems; flame-proofing curtains; building elevator and sidewalk elevator upgrades; and the repair of bleachers, retaining walls, interior masonry, falling plaster, damaged flooring, ceilings, electrical fixtures, mandated signage, and wiring. To avoid archaeological concerns, playground resurfacing may be performed provided there is no increase in the playground area and no excavation is proposed.
61	Project Name	Demolition Program
	Goals Supported	Reduction of blighted properties
	Needs Addressed	Non-Housing Community Development/Clearance
	Funding	CDBG: \$4,610,000
	Description	HPD demolishes structurally hazardous buildings that are issued a Declaration of Emergency by the Department of Buildings. CD funds pay for the demolition work performed by outside contractors.
	Estimate the number and type of families that will benefit from the proposed activities	For 2015, the program anticipates that it will demolish 30 properties that pose threats to the public's health and safety.
	Planned Activities	The Demolition Unit within HPD's Division of Maintenance has the authority to contract out for demolitions when an owner fails to do so pursuant to a Department of Buildings (DOB) declaration of emergency, as established by the New York City Administrative Code. The Code requires the treatment of any structure that may become "dangerous or unsafe, structurally or as a fire hazard, or dangerous or detrimental to human life, health, or morals." Pursuant to DOB guidelines, this would include deteriorated residential and commercial structures determined to be unsafe and/or debilitated in any area, including Urban Renewal Areas. The Demolition Unit is responsible for surveying the site, providing a scope

		<p>of work, and overseeing and approving all demolition, cleaning, and grading of land. CD funds are expended for full and partial demolition of privately-owned residential and commercial properties, and some City-owned properties.</p> <p>DOB issues Unsafe Building violations for buildings or properties that are dangerous or unsafe throughout the City. If the owner does not correct the unsafe condition, DOB may initiate an Unsafe Building proceeding in Supreme Court. The court may issue a precept, which is an order to correct the condition. Often the precept provides an owner with options regarding how to ensure the safety of the structure. These options include sealing the property, making repairs such that the condition of concern is addressed, or demolishing the structure. When DOB refers the precepts to HPD, HPD engages a contractor to take the appropriate action to correct the condition. Correcting the condition may include demolition (which would be CD-funded), shoring/bracing (which would be funded by tax levy dollars), or sealing for commercial properties (which would be funded by tax levy dollars).</p> <p>CD funds are used to seal vacant and accessible privately-owned residential buildings that threaten public safety in low- and moderate-income areas. (HPD uses City tax levy funds for buildings that are not in CD-eligible areas. Sealing activities in in rem buildings are CD-funded under the In Rem Maintenance and Repair Program.)</p> <p>CD program income is generated when private owners pay for demolitions performed by the City.</p>
62	Project Name	The Supportive Housing Program
	Goals Supported	Independent living for the elderly and disabled Create Affordable Housing - New Construction
	Needs Addressed	Housing - New Construction
	Funding	HOME: \$25,298,543
	Description	HPD's Supportive Housing Program funds the acquisition and new construction or rehabilitation of properties for the purpose of developing permanent housing with services for homeless and low income households. The Supportive Housing Loan Program requires 60% of units be dedicated to homeless households referred by DHS's Shelter Placement Division, HRA's HIV/AIDS Services Administration (HASA) and 40% of units go to low income households through community referrals. Most homeless rentals are for individuals with annual gross incomes of no greater than 50% of the area median income, and low income community units go to households with median incomes of no greater than 60% of the area median income. Loans are funded under Article 8 and Article 11 of the State Private Housing Finance Law and are provided at zero or one percent interest for terms of at least 30 years. Support and operating subsidies are funded through the use of Section 8 and McKinney Program Rental Assistance, DHS SRO Support Services contracts, Department of Mental Health Community Support Service contracts, or HRA contracts for support services for PWAs. In addition, many projects obtain an allocation of tax credits from the Federal Low Income Tax Credit Program. Proceeds of the sale of these

		credits are used to fund social service and operating reserves.
	Estimate the number and type of families that will benefit from the proposed activities	211 Very Low Income (0 to 50% MFI) and/or Low (51 to 80% MFI) households will benefit from this activity. Type of households that may be assisted include: Special Needs Populations; Homeless Individuals; and, All other Renter Household Types, respectively.
63	Project Name	HomeFirst Down Payment Assistance Program
	Goals Supported	Create New Homeownership Opportunities-Downpymnt
	Needs Addressed	Housing - Homeownership assistance (Downpayment)
	Funding	HOME: \$1,617,049
	Description	The Homefirst Program offers down payment assistance to first-time homebuyers. Eligible homebuyers can qualify for a forgivable loan to use toward down payment and/or closing costs on a one- to four- family home, condominium, or cooperative purchased in one of the five boroughs of New York City. The amount of the forgivable loan will be up to \$15,000. Eligible borrowers must be first-time homebuyers with a maximum annual household income up to 80% of Area Median Income (AMI); purchase a one- to four-family home, condominium, or cooperative in one of the five boroughs of New York City; qualify for a mortgage loan from a participating lender; have their own savings to contribute toward down payment and closing costs; successfully complete a homebuyer education course with an HPD-approved counseling agency; and occupy the property as their primary residence for at least ten years.
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist 90 Very Low (0 to 50% MFI), and/or Low (51 to 80% MFI) first time homebuyers.
64	Project Name	HOME Tenant-Based Rental Assistance
	Goals Supported	Prevent Displacement and Reduce Cost Burdens-TBRA
	Needs Addressed	Housing - HOME Tenant-Based Rental assistance
	Funding	HOME: \$20,000,000
	Description	The New York City Department of Housing Preservation and Development (HPD) intends to transfer HOME Program funds to the New York City Human Resources Administration (HRA) to develop a Tenant-Based Rental Assistance (TBRA) Program. HRA plans to offer rental assistance to assist approximately 1,250 eligible families,

		<p>based on funding availability, and subject to close supervision by HPD as the HOME Program administrator.HRA plans to serve only those households who meet all four of the following qualifications:</p> <ol style="list-style-type: none"> 1. Currently resides in a NYC Department of Homeless Services (DHS) or HRA shelter designated for Families with Children, Adult Families (which consist of households with more than one adult and no minor children), or Chronically Street Homeless individuals (individuals living on the streets for nine months out of the last two years and/or living in a DHS Safe Haven or stabilization bed). 2. Household income does not exceed 60% of Area Median Income. 3. At least one household member receives federal supplemental security income or social security benefits. 4. Has resided in shelter for more than 120 days (except for households consisting of Chronically Street Homeless individuals).The program is designed to last for two years with an ongoing opportunity to extend an additional two years as long as funding is available. Under the program, families pay the highest of the following amounts, rounded to the nearest dollar: <ul style="list-style-type: none"> - 30% of the family's monthly-adjusted income; - 10% of the family's monthly gross income; - Public assistance shelter allowance (that portion of the New York State public assistance grant that is specifically designated to meet the family's actual housing costs); or - The minimum rent established by HPD for the HOME Tenant-Based Rental Assistance is \$50.
	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>1,389 Very Low Income (0 to 50% MFI) households will benefit from this activity. Type of households that may be assisted include: Renter Elderly; Renter Large Related; Renter Small Related; Homeless Individual; Homeless Family without Children; Homeless Family with Children; Special Needs Populations; Homeless Youth; and All other Renter Household Types, respectively.</p>

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

CD funds have been targeted to these areas for Code Enforcement activities because they are distressed neighborhoods where at least 15 percent or more of the occupied units in multiple dwelling buildings have 3 or more maintenance deficiencies and at least 51 percent of the population is at or below 80 percent of the median income.

Geographic Distribution

AP-Table4 - Geographic Distribution

Target Area	Percentage of Funds
Code Enf. Mott Haven/Hunts Point Bx	
Code Enf. Morrisania/East Tremont Bx	
Code Enf. Highbridge/South Concourse Bx	
Code Enf. University Heights/Fordham Bx	
Code Enf. Kingsbridge Heights/Mosholu Bx	
Code Enf. Riverdale/Kingsbridge Bx	
Code Enf. Soundview/Parkchester/Throggs Neck/Co-op City Bx	
Code Enf. Pelham Parkway Bx	
Code Enf. Williamsbridge/Baychester Bx	
Code Enf. Williamsburg/Greenpoint/Bedford Stuyvesant Bk	
Code Enf. Bushwick Bk	
Code Enf. East New York/Starrett City Bk	
Code Enf. Park Slope/Carroll Gardens/Sunset Park Bk	
Code Enf. North Crown Heights/Prospect Heights Bk	
Code Enf. South Crown Heights Bk	
Code Enf. Borough Park Bk	
Code Enf. Flatbush/Sheepshead Bay/Gravesend Bk	
Code Enf. Brownsville/Ocean Hill Bk	
Code Enf. Lower East Side/Chinatown Mn	
Code Enf. Morningside/Hamilton Heights Mn	
Code Enf. Central Harlem Mn	
Code Enf. East Harlem Mn	
Code Enf. Washington Heights/Inwood Mn	
Code Enf. Jamaica Qn	
Code Enf. Rockaways Qn	
Code Enf. East Flatbush Bk	

Rationale for the priorities for allocating investments geographically

The CD regulations restrict Code Enforcement activities to "deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area." Accordingly, CD-funded Code Enforcement efforts are conducted in areas where at least 15 percent of the occupied units in multiple-dwelling buildings have three or more maintenance deficiencies and at least 51 percent of the population is at or below 80 percent of the median income. CD funds pay for the time 311 operators spend on emergency housing complaints from tenants in multiple-dwelling buildings within the target areas; the time spent by Code Inspectors on these complaints; and support staff. CD also funds other components of HPD's follow-up efforts to ensure safe housing. When landlords fail to correct hazardous emergency conditions, the Emergency Repair Program will make the necessary repairs. The City will also undertake full system replacements in buildings exhibiting serious physical deterioration under the Alternative Enforcement Program. Under the Litigation program, HPD's Housing Litigation Division initiates actions in Housing Court against owners of privately-owned buildings to enforce compliance with the Housing Quality Standards contained in the New York State Multiple Dwelling Law and the New York City Housing Maintenance Code.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

For the 2015 Consolidated Plan program year (Calendar 2015), the City of New York is required to provide a summary of its one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using the four grant programs (HOME; CDBG; HOPWA; and ESG).

The City of New York is also required to estimate one-year goals for the 2015 Consolidated Plan program year (Calendar 2015). Specifically, in using the four grant programs (HOME; CDBG; HOPWA; and ESG), the City must estimate the number of households to be provided affordable housing through any of the following City activities that 1) provide rental assistance; 2) produce new units; 3) rehabilitate existing units; or 4) acquire existing units.

AP-Table5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	1,389
Non-Homeless	134
Special-Needs	211
Total	1,734

AP-Table6 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,389
The Production of New Units	179
Rehab of Existing Units	76
Acquisition of Existing Units	90
Total	1,734

AP-60 Public Housing – 91.220(h)

Introduction

The New York City Housing Authority (NYCHA) provides affordable housing to over 403,000 low- and moderate-income City residents in 334 housing developments with nearly 179,000 apartments in the five boroughs. Through federal rent subsidies (Section 8 Leased Housing Program), the Authority assists nearly 89,000 families in locating and renting housing in privately owned buildings. In addition, the Authority provides social services for its residents through 24 community centers, 33 senior centers and a variety of programs.

Actions planned during the next year to address the needs to public housing

NYCHA's Development Pipeline

Activities for 2015 include the disposition of NYCHA property at the following developments:

- Sale of property at Boston Secor Houses in the Bronx to the City's School Construction Authority ("SCA") for the ongoing provision of special education programs.
- Sale of property at East 173rd Street and Vyse Avenue in the Bronx for construction of 56-units of affordable senior rental housing by MacQuesten Development LLC.
- Sale of property at Prospect Plaza in Brooklyn to Blue Sea and Partners for completion of Phase III of the HOPE VI Revitalization Plan which includes 105 units of affordable housing, 22,400 square feet of retail space and a community facility (12,850 square feet).
- Sale of property at Van Dyke Houses I in Brooklyn, to CAMBA for construction of 30 supportive housing units and 70 family rental units for low income households.
- Sale of property at Linden and Boulevard Houses in Brooklyn to Kretchmer Companies for construction of 200 units of affordable rental housing.
- Sale of property at Ocean Bay Apartments for construction of neighborhood retail space.

Ensure Financial Stability

On December 18, 2013, NYCHA's Board adopted a revised financial plan for Calendar Years 2014 to 2018. The Authority's Five-Year Operating Budget Plan projects the revenues and expenditures for the Authority and delineates operating budgets and authorized headcounts by development, community center, senior center and department.

Over the last year NYCHA has made significant progress towards increasing future revenues, decreasing controllable administrative costs, and redirecting resources to the frontline. The prior plan (for years 2012-2016) included the phase-in over five years of a number of Plan NYCHA initiatives of over \$35 million of annual cost savings in central office and administrative functions, and redirected \$27 million annually to frontline operations.

This Operating Budget Plan reduces central office and administrative function costs by another \$10 million annually and redirects the majority of this to fund frontline needs.

NYCHA adopted a headcount of 11,315 and a budget of \$3.192M reducing our headcount by 426 positions from the 2014 plan. NYCHA anticipates that these reductions will generate \$83 million in savings for the year of 2014 and \$423 million in the years 2014-2018.

Although these reductions will provide significantly relief to NYCHA's deficit in 2014, the fact remains that NYCHA will continue to face structural deficits for the foreseeable future.

For 2015-2018, the Plan projects ongoing structural operating deficits resulting from anticipated federal funding levels of approximately 77 percent of funding formula eligibility; providing NYCHA approximately \$230 million less operating subsidy than it is eligible for each year. NYCHA would not have a General Fund deficit in the years 2014-2016 if Congress appropriated full funding in accordance with HUD's eligibility formula. Additionally, NYCHA continues to operate over 5,100 public housing units that still receive no dedicated form of federal, state or local subsidy, thereby contributing to the deficit.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

NYCHA is currently offering existing residents of its single-family FHA Repossessed Houses the opportunity to qualify and purchase the home they rent. Primarily located in Southeast Queens, the homes are being offered for sale under the Authority's 5(h) Project HOME Homeownership Plan. In accordance with the plan, NYCHA is repairing the homes to ensure they meet NYC Building Code standards. Residents with incomes sufficient to pay real estate taxes, assessments, utilities and maintenance on the homes will receive homeownership and financial counseling to prepare them to assume responsibility for owning their homes.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The New York City Housing Authority is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As described in SP-60, NYC has implemented many successful strategies to prevent homelessness, encourage individuals living on the street to moving to housing, and provide services to those living in emergency shelter with the goal of successful permanent housing placements. The City plans to continue to implement and expand on many of these efforts. Within the next year the City also plans to continue to administer the new rental assistance programs and continue implementation of initiatives focused on special populations like veterans and chronically homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

DHS will deploy outreach teams 24 hours per day, seven days a week, Citywide, with the aim of engaging street homeless individuals and encourage them to move from the streets into housing. Outreach activities focus on the placement of clients into permanent housing and long-term transitional housing settings, including:

1. Canvassing for clients
2. Engaging clients
3. Accessing or providing emergency and crisis intervention services
4. Assessing clients
5. Crisis intervention counseling
6. Case management
7. Providing access to any available entitlements, benefits, housing or other resources
8. Direct provision of and/or referrals and linkages to health and/or mental health services
9. Transportation of clients

Each borough has a dedicated provider (Manhattan Outreach Consortium led by Goddard Riverside in Manhattan; Common Ground in Brooklyn and Queens; BronxWorks in the Bronx; and Project Hospitality on Staten Island). These providers have placement and census reduction targets for the unsheltered homeless population. Targets are based off of the HOPE count (which is the annual homeless survey used for the PIT report) and the past placement performance of DHS's outreach providers.

DHS will also continue to provide Safe Haven and Stabilization beds which are low-threshold models specifically for chronically street homeless individuals. Drop-In Center and Respite beds will also be available to individuals who are street homeless. These programs provide a place where clients will be able to go for meals, counseling, medical/psychiatric services, showers, laundry facilities, some clothing, recreational activities, referrals for employment, assistance in applying for benefits, and other social services. Through the three outreach programs that receive ESG funding, the City expects to place 600 individuals over the next year in temporary or permanent housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

NYC will continue to have the right to shelter mandate which means every eligible person will be provided temporary emergency shelter. Every eligible individual and family will be provided shelter and service with the overall goal of housing stability. Twenty-six (26) shelter programs receive ESG funding for operations and services. These shelter programs serve a wide range of discrete subpopulations of the homeless, including: programs providing support for recovering substance abusers, mental health services, services for survivors of domestic violence and their children, transitional housing for youth, interim housing for street homeless who are awaiting permanent supportive housing placements, employment services, intensive housing placement service, and other programs that would not otherwise exist to provide special assistance. In 2015, the City expects to assist 14,800 individuals through ESG funded emergency shelters.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As described in SP-60, the City provides case management services and comprehensive housing placement strategies in an effort to transitioning families and individuals into stable housing as quickly as possible. DHS encourages quick and effective placements out of shelter through performance-based contracts that reward diverting clients to stable housing situations, placements into permanent housing, placements that result in individuals not returning to shelter, and placements of long-term stayers.

The City will continue to implement and refine new strategies to increase placements. These efforts include creating new rental assistance programs; each targeting the various needs of homeless families, adult families, and individuals. Some of these programs already started in 2014 and are helping working families/individuals, vulnerable families, survivors of domestic violence, and elderly individuals/families move into permanent housing. The City and CCoC will also continue their efforts to increase PSH for chronically homeless individuals, and ramp up efforts to quickly place veterans into permanent housing and connect them to the necessary services and benefits.

ESG funding is used for some diversion, placement, and prevention service programs. NYC also uses these funds to support rapid re-housing services. NYC faces some obstacles in fully utilizing ESG for RRH rental assistance but continues to seek waivers and solutions to work within the required regulations. The CCoC is also laying the ground work to provide CCoC funded RRH and has developed written standards as of September 2014. The 2014 NoFA included a project application which would use reallocated funds for a rapid re-housing program for families. Through ESG funded RRH services, the City plans to assist 280 individuals within the next year.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

ESG funds for prevention services are allocated to seven Homebase programs. Some of the services provided through these programs are: family or tenant/landlord mediation, household budgeting, emergency rental assistance, job training/placement, and benefits advocacy. To be eligible for ESG-funded prevention assistance, programs must assess and document that the household would become homeless **but for** the ESG assistance. In other words, a household would require emergency shelter or would otherwise become literally homeless in the absence of ESG assistance. A household that is at-risk of losing their present housing may be eligible if it can be documented that their loss of housing is imminent, they have no appropriate subsequent housing options, and they have no other financial resources and support networks to assist with maintaining current housing or obtaining other housing.

Beyond ESG eligibility, to receive prevention services, individuals seeking prevention services will be evaluated based on a screening tool designed following a rigorous evaluation of DHS' homeless prevention programs. Services will only be provided to those found most at risk of entering shelter. In 2015, the ESG funded Homebase programs will provide prevention services to 2,500 individuals.

In addition, New York City will continue to implement the policies and procedures to prevent homelessness for individuals who are being discharged from public funded institutions and systems of care. These policies are well-established and carried out multiple city and state agencies, along with community-based programs.

AP-70 HOPWA Goals– 91.220 (I)(3)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	10
Tenant-based rental assistance	568
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	2,887
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	3,465

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Housing New York, Mayor de Blasio's ten-year housing plan, establishes the objective of achieving a more equitable city, in which all New Yorkers have a safe and affordable place to live, in neighborhoods that provide opportunities to succeed.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will establish a new mandatory Inclusionary Housing Program to ensure that the housing marketplace serves New Yorkers at a broader range of income levels. The program will be applicable in all medium and high density districts where rezonings provide an opportunity for significantly more housing. The City will require a portion of the housing developed to be affordable.

The City will also continue to support MTA efforts to extend and expand the capacity of the subway and commuter rail systems.

With new housing comes increased demand for a wide range of services. The City will promote vibrant, mixed-use neighborhoods. Stringent zoning parking requirements for commercial uses discourage new buildings from also including housing. Reducing these requirements would encourage vibrant local retail streets with housing on the upper floors of buildings.

The height of ground-floor retail spaces in mixed-use buildings is often constrained by current zoning limits for building height and setback. These requirements will be updated to allow for modern, high-quality retail space while preserving the full potential for housing above the ground floor.

The elderly represent the fastest growing segment of New York City's population. The City will take action to increase production of senior housing in addition to enhanced housing supports and services.

To encourage development, the City will propose amendments to the Zoning Resolution to reduce requirements for parking and to relax minimum unit sizes where they prevent the creation of appropriately sized senior housing units.

People with disabilities still have difficulty securing affordable and accessible housing. The City will increase oversight of accessibility standards in the private market as well as in its regulated affordable housing stock and work to improve access to housing subsidies for New Yorkers with disabilities.

The City will step up marketing efforts and aggressively match available subsidies for people with disabilities to affordable housing developed through HPD programs, in order to ensure maximum participation, beyond the 7 percent set aside, for people with disabilities.

The City will seek to expand the production of supportive housing, a critical ingredient in helping households in need of additional services succeed in stable environments.

Discussion:

Near-Term Actions

- DCP, in conjunction with HPD, will initiate a comprehensive review of the existing Inclusionary Housing Program to identify and recommend specific improvements.
- The City and NYCHA will restore the priority for homeless families for public housing and continue to prioritize homeless individuals for Section 8 resources.
- HPD, DHS and the City's Human Resources Administration (HRA) will begin an interagency process to develop a model for financing innovative permanent housing for homeless individuals and families using dollars that would otherwise be spent on higher cost homeless shelters.
- DCP, HPD and the Economic Development Corporation (EDC) will compile a census of all vacant and underdeveloped publicly controlled properties, and begin the process of forming partnerships with the State, public authorities, nonprofit institutions, faith-based organizations, and private owners who have land that could be deployed for affordable housing.
- HPD will issue requests for proposal for the first round of the NIHOP and NCP programs, and the Housing Development Corporation (HDC) will pilot the new mixed-income program.
- HPD and HDC will release a revised set of program terms to implement the policy goals of the Plan.
- The City will convene a task force to solicit input from industry-informed stakeholders about how to consolidate and streamline the permitting and review processes across agencies in order to reduce costs and avoid delays for developers.

Potential Longer-Term Actions to be Undertaken

- The Creation of a City-State Task Force on Affordable Housing. To coordinate on the range of legislative issues identified as priorities and especially critical to this plan, the City will create a City-State Task Force on Affordable Housing that will bring together City and State elected officials to focus on developing and implementing policy changes that will enable both City and State housing agencies to conduct their work more effectively and achieve the goals of the Housing Plan.

AP-85 Other Actions – 91.220(k)

Actions planned to address obstacles to meeting underserved needs

As indicated in the City's Consolidated Plan Strategic Plan, the City recognizes the need for more Permanent Supportive Housing (PSH). In order to meet the need for PSH, the City of New York and the NYC CCoC will take steps to expand the supportive housing available. In May 2014, Mayor de Blasio released the City's ten year housing plan, "Housing New York, A Five-Borough Ten-Year Plan." One of the many points within this Plan was the need to expand supportive housing.

The full report can be viewed at:

http://www.nyc.gov/html/housing/assets/downloads/pdf/housing_plan.pdf.

Actions planned to foster and maintain affordable housing

The housing related activities within the Consolidated Plan are part of the Mayor de Blasio's broader housing strategy as articulated in the Mayor's Housing New York: A Five-Borough, Ten-Year Plan.

In 2015, the various New York City agencies which administer the City's federally-funded Consolidated Plan housing and supportive housing programs will endeavor to meet the Mayor's Housing Plan objectives and goals.

For a full description the Mayor's affordable housing goals, please refer to the report at the hyperlink indicated above.

Actions planned to reduce lead-based paint hazards

For full a discussion on New York City's lead-based paint abatement activities please refer to The 2015 Consolidated Plan Strategic Plan (SP-) module SP-65., Lead based Paint Hazards. The module outlines the policies and procedures for the elimination and treatment of lead-based paint hazards for the respective City agencies (HPD, NYCHA and DHS).

The Department of Homeless Services' Office of Construction and Technical Services (OCTS) continues to compile a comprehensive 'Lead Paint Hazard Checklist' for all of their owned/operated/contracted facilities where such hazards once identified, are slated for remedial action by licensed and certified contractors. During Fiscal Year 2014 DHS has responded to lead paint related activities at ten (10) Adult and Family facilities on twenty-two (22) occasions.

Actions planned to reduce the number of poverty-level families

Harness affordable housing investments to generate quality jobs
The Mayor's Ten-Year Housing Plan of constructing and preserving 200,000 units of housing is projected to create 194,000 construction jobs and nearly 7,100 permanent jobs. The City will work with communities and local stakeholders to ensure that these are quality jobs, targeted toward local hiring

and integrated with the City's broader workforce development initiatives. Specifically, the Office of Workforce Development will:

- Create a designated workforce development Senior Contractor Manager who will ensure that developers implement hiring practices and work in partnership with City agencies to connect individuals with job opportunities.
- Partner with local intermediaries who conduct outreach to and screening of local jobseekers
- Develop a City-wide hiring database through the launch of a centralized on-line job application system that improves screening at local access points and enables follow up for other construction jobs outside of local areas.
- Expand promising construction workforce programs and integrate them into the affordable housing construction investments.

The City's investment in affordable housing will be tied to greater Minority and Women Owned Business Enterprises (M/WBE) participation in housing development. Expanding opportunities for these organizations not only reflects our values, it also expands the pool of developers that can build affordable housing in New York City and strengthens the housing industry. The City has implemented a program to expand M/WBEs' access to capital, build their capacity, and provide opportunities to compete for a targeted pipeline of development projects. In 2014, the State enacted legislation which enables the City to designate a specific pipeline of development projects to be competitively solicited to pre-qualified M/WBEs. The M/WBE RFQ (Request for Qualifications) will allow HPD generate the pre-qualified roster of M/WBEs that will be able to compete for those development projects. The City has also allocated funding to HPD and SBS to expand SBS's Compete to Win Program to provide capacity building to M/WBE affordable housing developers. In addition, EDC's Blueprint to Success and SBS's Compete to Win have provided M/WBE contractors with technical assistance, business curriculum education and networking opportunities. EDC and SBS will endeavor to scale these successful programs in support of the Plan. EDC will also seek to have greater participation by M/WBEs on its real estate projects by requiring developers to include M/WBE participation through appropriate M/WBE construction goals. EDC, SBS and HPD will coordinate all M/WBE efforts.

Career Pathways Initiatives

Going forward New York City intends to implement the workforce development recommendations as outlined in the Jobs for New Yorkers Task Force's report, *Career Pathways*. The ten (3) recommendations in three (3) key policy areas (Building Skills Employers Seek, Improving Job Quality, Increasing System and Policy Coordination) are articulated in the City's Five-Year Strategic Plan (SP) module question: SP-70 Anti-Poverty Strategy., Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families.

Actions planned to develop institutional structure

The City of New York has a sophisticated and comprehensive infrastructure in place to meet the various needs of persons who are homeless or at-risk of becoming homeless. While the service delivery system within New York City is robust, the City recognizes the need for more permanent supportive housing and is already taking action to address this need.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of New York has a coordinated approach to reducing the number of household who become homeless and will continue to utilize the NYC Coalition on the Continuum of Care to address these needs.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.67%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of New York uses many, if not most, of the approved subsidy forms cited in the regulations and listed below:

- Interest bearing loans or advances;
- Non-interest bearing loans or advances;
- Deferred payment loans;
- Grants;
- Interest subsidies;
- Equity investments;
- Tenant-Based Rental Assistance; and
- Downpayment Assistance.

It does not use any forms of investment that are not described in §92.205(b).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

1. HOME Recapture Provisions

Currently, the City is only utilizing HOME funds in one homeownership program, the HomeFirst Downpayment Assistance Program. The HomeFirst Down Payment Assistance Program provides a forgivable loan of up to \$15,000 for eligible homebuyers' use toward the down payment or closing costs on a 1-4 family home, condominium, or a cooperative unit within New York City. The public subsidy is made in the form of a zero interest forgivable loan requiring the homeowner to reside in their home as their primary residence for a minimum of 10 years. The down payment assistance loan is secured by a UCC-1 lien for the purchase of a cooperative unit and by a mortgage for the purchase of a 1-4 family home or a condominium. Additionally, each purchaser executes a note, and HOME written agreement at closing.

This program adheres to HUD's recapture requirements in the following manner:

- a. Failure to comply with owner occupancy restrictions:
If during the 10-year compliance period, the homeowner ceases to comply with the owner occupancy restrictions set forth in the note, mortgage and HOME Written Agreement, or otherwise defaults under the note or mortgage, the City will recapture the entire amount of the loan.
- b. Transfer of the home during the 10-year compliance period:
 1. If, prior to the 6th anniversary of the purchase, the homeowner transfers the home, the City will recapture the entire amount of the loan.
 2. If, on or subsequent to the 6th anniversary of the purchase until the end of the compliance period, the homeowner transfers the home, the City will recapture the lesser of (1) the net proceeds of such a transfer and (2) the loan amount, which amount shall have been reduced by one-fifth (1/5) on the 6th anniversary of the purchase and on each subsequent

anniversary thereof. The net proceeds of a transfer is defined as the difference between the consideration received for the home and certain allowable closing fees.

c. Refinancing:

If the homeowner seeks to refinance the debt secured by the lien of an institutional lender, the City will recapture all or a portion of the loan from the refinancing profits. The refinancing profits are defined as (i) the total refinancing proceeds less (ii) the difference between the (1) appraised value of the home and (2) the outstanding indebtedness. If such refinancing profits are equal or greater to the outstanding loan balance, the City can recapture the entire amount of the loan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

This program adheres to HUD's affordability requirements in the following manner:

a. Failure to comply with owner occupancy restrictions:

If during the 10-year compliance period, the homeowner ceases to comply with the owner occupancy restrictions set forth in the note, mortgage and HOME Written Agreement, or otherwise defaults under the note or mortgage, the City will recapture the entire amount of the loan.

b. Transfer of the home during the 10-year compliance period:

1. If, prior to the 6th anniversary of the purchase, the homeowner transfers the home, the City will recapture the entire amount of the loan.
2. If, on or subsequent to the 6th anniversary of the purchase until the end of the compliance period, the homeowner transfers the home, the City will recapture the lesser of (1) the net proceeds of such a transfer and (2) the loan amount, which amount shall have been reduced by one-fifth (1/5) on the 6th anniversary of the purchase and on each subsequent anniversary thereof. The net proceeds of a transfer is defined as the difference between the consideration received for the home and certain allowable closing fees.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

If the homeowner seeks to refinance the debt secured by the lien of an institutional lender, the City will recapture all or a portion of the loan from the refinancing profits. The refinancing profits are defined as (i) the total refinancing proceeds less (ii) the difference between the (1) appraised value of the home and (2) the outstanding indebtedness. If such refinancing profits are equal or greater to the outstanding loan balance, the City can recapture the entire amount of the loan.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

See attached document for ESG written standards.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system. In consultation with DHS (ESG recipient), the CoC has established a coordinated assessment system using a multiple site model covering 100% of the CoC area. The model standardizes assessment processes and tracks services and bed availability to coordinate referrals. For example the HRA 2010e assessment tool collects homeless/housing/treatment/DV history, ADL needs, and client preferences to match clients to appropriate available vacancies. Elements of the model prioritize those who have been homeless the longest vs. a first come/first serve approach. Each site is well publicized to ensure that individuals and families in need now know where to get help. Given the size of the NYC system and the varied needs of diverse populations, elements of the multi-site approach are administered by different government and non-profit agencies. The CoC requires that all providers participate in and comply with applicable policies and procedures based on the target population they serve.

The CoC is also exploring other coordinated assessment options. As part of the 25 Cities Initiative, NYC CCoC is piloting the use of the Google-based platform called Performance Management and Communications Platform (PMCP). The VI-SPDAT is being utilized as the common assessment for this pilot. Through these tools it is hoped that individuals and families who are homeless will be quickly assessed and matched to the most appropriate housing intervention.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations). Sub-recipients are selected through a competitive RFP process. Proposals are rated on the following factors: experience and qualifications, organizational capacity, and program approach. The description of the parameters and policies used for the allocation of sub-awards to not-for-profits is summarized in bulleted points as follows:

Experience:

- The subrecipient would have at least three years of demonstrated experience in the last six years working with and providing homelessness prevention and related services to at-risk households (relevant references are will be required).
- The subrecipient would have knowledge and experience at least three years in the last six years working with the targeted population, providing the proposed program services and operating under a performance based contract.

Organizational Capacity:

- The subrecipient would be fiscally sound and capable of managing the proposed programs.
- The subrecipient would have the capacity to integrate the proposed program into its overall operations.

- The subrecipient internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.

Program Approach:

- The subrecipient would provide outreach to at-risk individuals and families and conduct a screening to ensure that those who are most likely to enter or re-enter shelter are served.
- The subrecipient would provide casework services to identify and address the factors that may cause and episode of homelessness.
- The subrecipient would provide a thorough assessment and the development of a case plan to address immediate client need(s).

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

NYC meets the homeless participation requirement through its consultation with the NYC CCoC. Consumers are present at the Steering Committee meetings where ESG funding goals and priorities are discussed. Consumers are also involved in the Data Management Committee where the ESG performance is reviewed through the CAPER. The following is from the NYC CCoC bylaws Article VIII, subsections A & B:

- A. *The Consumer Committee is a permanent standing committee of the NYC CCoC Steering Committee (see attached bylaws).*
1. *The Consumer Committee will have two co-chairs, selected by a vote of the Consumer Committee. One co-chair must be a voting member.*
 2. *The Consumer Committee shall, each year, determine with the Steering Committee co-chairs, a defined project of issue and strategic importance to the Steering Committee.*
 3. *The purpose of the Consumer Committee will be to communicate the decisions and policy priorities of the NYC CCoC to consumers of homeless services in New York City, and to serve as a conduit to the Steering Committee for the concerns of consumers of NYC CCoC services, and any noticeable service gaps noted by consumers of homeless services in New York City. These responsibilities might be fulfilled in the context of calls for comments to the Steering Committee, or in response to specific action items such as the annual evaluation tool, the PQI cycle, or other similar initiatives.*
- B. *In addition to the Consumer Committee, the Steering Committee will have six (6) standing committees. The following governing principles will apply to these standing committees:*
1. *All committees will have two co-chairs. At least one of the co-chairs must be a voting member of the NYC CCoC.*
 2. *All committee must include one consumer, one coalition member, one at-large member, one government member, and one provider. These members are not required to be voting members of the Steering Committee.*

To find the full bylaws (updated as of 7/18/14), please follow this link:

http://www.nychomeless.com/downloads/pdf/cmt_Steering/NYC_CCoC_Approved_BY-LAWS_rev7-18-2014.pdf

5. Describe performance standards for evaluating ESG.

The Homebase prevention, street outreach, and emergency shelter providers are evaluated based

on DHS scorecards specifically developed to measure provider performance. DHS utilizes its experience from its successful implementation of HPRP to evaluate the new ESG activities. DHS shared this framework with the Continuum of Care Steering Committee and will review periodically with the NYC CCoC Data Management Committee. DHS will utilize its HMIS to monitor performance through the following indicators:

- Number of individuals/households served by prevention and rapid re-housing activities
- Exit destinations (temporary and permanent) of individuals/households served
- % of clients served who avoid shelter entry
- Length of time served by ESG program

2015 Consolidated Plan – Appendices

Appendix 1 – Description of Monitoring Activities (SP-80)

Appendix 2 – Emergency Solutions Grant Written Standards

Appendix 3 – Definitions

Appendix 4 – Certifications

Appendix 1., Description of Monitoring Activities (SP-80)

Pursuant to 24 CFR Part 91.230, the City of New York monitors on an ongoing basis its entitlement program subcontractors, subrecipients, and project sponsors to ensure compliance with applicable federal requirements. The fiscal and programmatic procedures of federally-funded programs already are audited or monitored by several entities: the City agencies which administer the federally-funded programs; an independent auditor, pursuant to the federally-mandated "Single Audit"; and the City Comptroller's Office through its Charter mandate to investigate all matters relating to the City's finances. Therefore, it is not the intent of this plan to duplicate but to augment the City's monitoring procedures currently in place for its Consolidated Plan-related programs.

Each of the respective formula entitlement grants have separate and distinct regulations and statutory requirements. Therefore, the monitoring processes used by New York City's respective grant administering departments vary based on the type of entitlement grant. However, in general, the respective departments monitor their subcontractors, subrecipients, and/or project sponsors for timeliness of expenditure; the meeting of predetermined accomplishments/milestones; and compliance with the applicable federal requirements.

A brief description of the grant-specific monitoring procedures follows:

COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Development Task Force (CD Unit) of New York City's Office of Management and Budget (OMB) is responsible for the administration of New York City's annual CD award. The CD Unit is comprised of the Fiscal Unit and the Program Unit. Their responsibilities are highlighted throughout this narrative. The following sections detail the processes and procedures employed by the City of New York to ensure that all federal regulations applicable to CD funds are followed.

Eligibility Determinations

In order to qualify for CD-funding, a prospective program must meet two criteria. Firstly, the activity must fall into one of 22 eligibility categories listed in the CD regulations, sections §507.201-205. Secondly, the program must meet one of three national objectives: benefit to low- and moderate-income persons, aid in the prevention or elimination of slums or blight, or meet an urgent need. The CD Unit's Program Unit is tasked with ensuring that all programs are eligible (and remain eligible) and in compliance in accordance with the criteria set forth above.

Awarding and Monitoring of Contracts and Grants by City Agencies

Agencies that award contracts primarily do so through a competitive Request for Proposals (RFP) process that must comply with the City of New York's Procurement Policy Board (PPB) rules and regulations. A copy of the PPB rules and regulations can be found by visiting the City's website at <http://www.nyc.gov/html/mocs/ppb/html/rules/rules.shtml>. These rules are in place to safeguard the integrity of the procurement system and protect against corruption, waste, fraud, and abuse. Agencies awarding contracts review contractors' track records, skills, and staffing levels to determine the contractor's capacity to carry out the stated objectives of the contract. Agencies perform background checks on contractors and vendors using several sources of data such as LexisNexis and Vendex which provide information on past contractor performance. Some programs are required to award contracts

to the lowest bidder while others are allowed to award the contract to the entity they feel is most qualified, not necessarily the lowest bidder. Nonprofit organizations that are administering a program on behalf of the City are known as subrecipients.

Some agencies which award grants do so through a competitive application process. Others do so on a first-come, first-served basis provided the applicant meets eligibility criteria.

All CD-funded contracts and grants must include a document entitled "Appendix B," which states all applicable federal laws.

Minority- and Women-Owned Business Enterprises and Section 3 Compliance

HUD mandates that all localities make a reasonable effort to procure goods and services through Minority- and Women-Owned Business Enterprises (MWBE). The City also has requirements regarding the participation of MWBEs in the contracting process. In cases where an agency helps facilitate a provider or an individual in selecting a contractor, most ensure that MWBEs are in the pool of prospective bidders. Each CD-funded program is required to itemize contracts of \$25,000 or more and document the race/ethnicity of the owner(s) of the business being awarded the contract. The agencies report this information on HUD Form 2516 to the CD Program Unit on a quarterly basis. The Program Unit staff reviews the forms and then forwards them to the Community Planning and Development Office at the HUD Regional Office.

HUD Form 2516 also allows for identifying which contractors qualify as Section 3 concerns. A Section 3 contractor is one who provides economic opportunities to low- and moderate-income residents of the metropolitan area. Section 3 applies to contracts related to housing and public construction projects which have a CD-funded allocation of \$100,000 or greater. The CD Program Unit collects Section 3 data (how many low- and moderate-income persons were hired and their job classifications) on a federal fiscal year basis and forwards the information to HUD as part of the City's Consolidated Plan Annual Performance Report (APR).

Costs and Expenditures

Allowable costs are governed by the rules and regulations found in Federal OMB Circulars A-87 and A-122. Methods for determining the most reasonable costs vary from program to program. Salaries for CD-funded City employees are often set by the civil service system. All staff paid with CD funds must first undergo an eligibility review from the CD Unit to determine whether their job responsibilities are CD-eligible.

City agencies generally require contractors to submit bills on a monthly or a milestone basis, depending on the nature of the contract. Payments are generally made no later than 30 days after the receipt of the invoice (see exception for rehabilitation activities described in the next section). The CD Fiscal Unit monitors expenditures on a daily basis through the City's Financial Management System (FMS). All programs must comply with the policies found within Federal OMB Circulars and HUD Administrative Requirements regarding audits, cost principals, and grant administration requirements.

Agency Monitoring

Agencies are responsible for monitoring their CD-funded programs. Monitoring includes both fiscal and programmatic oversight. Many agencies have created specific tracking systems for overseeing their

beneficiaries. For those agencies that are involved in rehabilitation activities, monitoring includes on-site evaluation to determine the initial scope of work and periodic inspections on the progress. At the end of construction, agencies will complete a final inspection. Final payment is withheld until any outstanding work is completed to the agency's satisfaction. Federally-funded rehabilitation of residential properties must be in compliance with HUD's Housing Quality Standards.

OMB CD Fiscal Unit Monitoring

The CD Fiscal Unit is responsible for budgeting CD funds, drawing CD funds from the Federal Treasury, and monitoring expenditures. The staff monitors each CD-funded agency very closely utilizing a number of different tools at their disposal. First and foremost, each analyst maintains a good working relationship with their agency contacts and OMB Task Force contacts through meetings, phone calls, and e-mails. Budgets are fluid and it is important that each analyst can call or e-mail a contact with questions, concerns, etc. Changes to CD-funded agencies' budgets cannot happen without OMB approval so the analysts are constantly viewing and reviewing the budgets and needs of the agencies for which they are responsible.

The main software tool that is used to monitor CD-funded agencies is the City's Financial Management System (FMS). Through the utilization of FMS Control Categories, Budget Codes, and Object Codes, each CD-funded program is distinct and unique in FMS. Control Categories and Budget Codes are four digit numbers assigned by each individual agency. Object codes are three digit numbers that are standard citywide. This aids in monitoring an agency's budget. By looking at the object code that funds are budgeted in, the Fiscal Unit can determine what the funds are being used for (ex. object code 109 is for fuel expenses, 600 is for contracts etc.). Due to this budgeting structure, an analyst can research a program in FMS and easily see the fiscal status, such as how much is budgeted, pre-encumbered, obligated to contracts, and liquidated. CRYSTAL is a software program that can extract summary information from FMS for each CD-funded program. CRYSTAL reports are run almost daily to keep track of the progress of each CD-funded program.

The CD Fiscal Unit also produces a number of reports that aid in monitoring the CD-funded agencies. The Unit produces among other things, a monthly report by city fiscal year (CFY), an inception-to-date status report (generally five times a year), budget cycle reports, surplus/needs exercises, CFY "close-out" reports, and the Annual Performance Report (APR). The very nature of preparing these reports requires a constant review of agencies' budgets.

Program Income

The CD Fiscal Unit is also responsible for monitoring CD Program Income, which is the primary supplemental revenue to the CD Entitlement. Program income can be generated from the receipt of fees and fines, repayment for work done by the City, and through the sale of City-owned land that lies within a federal urban renewal area. The CD Fiscal Unit does general oversight and monitoring of all CD Program Income. This is accomplished through the utilization of FMS and verbal/e-mail communication with contacts. The CD Program Income Revenue Source codes are unique in FMS and therefore can be easily monitored. CRYSTAL reports can also be produced isolating the fiscal data for these revenue source codes.

Environmental Reviews

Environmental Review procedures for all federal programs were established by the National Environmental Policy Act of 1969 (NEPA). The HUD environmental regulations which followed can be found at 24 CFR Part 58: Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities. The CD Program Unit is responsible for ensuring that environmental reviews are completed for each CD-funded project and that there is written documentation of environmental compliance on file at OMB.

Certifications

At the beginning of each city fiscal year (July 1), the Program Unit sends out certification packets to Assistant Commissioners or Directors of CD-funded programs. Each certification packet includes the specific regulatory citations applicable to that program's CD-funded activities, a list of the general ineligible activities, and (if applicable) a copy of the most recent Section 8 Income Limits, which are used to determine low- and moderate-income beneficiaries. The certification process was created to ensure that administrators of CD-funded programs are knowledgeable about the CD regulations. Certifications must be signed by either the Assistant Commissioner or Director that oversees the CD-funded program. The CD Unit periodically conducts trainings on the CD regulations for agencies when there has been significant personnel turnover or there are compliance issues.

Monitoring of Program Performance

In July of each year, CD Program Unit staff request calendar year accomplishment projections from CD-funded programs. The proposed accomplishments are based on a HUD Performance Measurement Indicator that is identified for each program (excluding Planning and Administration programs). The City selects the indicator that most closely reflects the primary activities funded by the program. Along with providing their upcoming calendar year projections, programs are asked to revise their previous year's projections. Initial projections are published in the City's Consolidated Plan; revised values are posted in the City's Amended Consolidated Plan. At the end of the calendar year actual accomplishments are reported in the APR. The receipt of the revised projections and actual accomplishments gives the CD Program Unit the opportunity to evaluate the progress of programs and consult with a program if it is not on track to meet its projections. The Program Unit also reviews the program expenditure reports produced by the Fiscal Unit to identify those programs that are not spending as they should. The Program Unit staff then determines the cause of the delays which could be related to the bidding or registration of a contract, the historic review process, contractor non-performance, the hiring of City staff that will assist in administering a program, etc. The Program Unit staff will intervene and assist whenever possible.

Equipment Purchases

Rules guiding the purchase of equipment can be found in OMB Circulars A-87 (15) and A-122 (15), §570.207 of the CD regulations, and §84.34 and §85.32 of the HUD Administrative Requirements. Generally, equipment purchases are not allowed unless the activity falls within the following categories: Special Economic Development Activities, Special Activities by Community-Based Development Organizations, or Public Services. However, HUD has permitted equipment purchases that are essential to carry out a CD-eligible activity. The OMB Circulars define "equipment" as a tangible property having a useful life of more than one year and an acquisition cost of at least \$5,000. Items below this amount are considered "supplies". However, the OMB CD Unit employs a policy in which all purchases exceeding

\$250 per unit must be tracked on a Property Register Form. The form must also include all electronic devices regardless of cost.

The Property Register is a cumulative list. Equipment that appeared on a previous year's list must also appear on the current year's list unless the item was identified as disposed during the period covering the last Property Register. Agency staff must conduct a physical inventory of all CD-funded equipment and reconcile the results with the Property Register.

The CD Program Unit is responsible for collecting all Property Registers and for ensuring that all charges are eligible. Program Unit staff performs one or two on-site audits of a CD-funded program's property each year to ensure that the items are located where the Property Register indicates they are and to guarantee that all property purchased with CD funds is labeled as such.

Other Monitoring Actions

CD Programs may also be monitored or audited by the Department of Housing and Urban Development, the New York City Comptroller, and by independent auditors under the federal Single Audit and the A-133 audit requirements.

HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM

HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM

Affirmative Marketing—HOME-funded Rental and Homeownership Housing

The New York City Department of Housing Preservation and Development (HPD) reserves the right to conduct periodic inspections and spot-checks of the Developer's tenanting process. HPD conducts site visits to assure records are properly collected and reserved.

Where there is suspicion of fraud HPD conducts an investigation.

Monitoring Procedures for Affordable Housing Units – HPD

Affordable housing developments assisted with HOME Program funds are monitored in two phases: during construction and afterwards, when the property is occupied by low income residents. Before any funds can be released, loan agreements and related documents must be signed by the Borrower and approved by the City.

Besides repayment terms, the promissory note, and loan agreement, the City contract may include additional terms agreed to by the borrower, including requirements related to habitability standards, owner residency, tenant eligibility, and/or rent affordability guidelines.

Low-income tenancy and affordable rents are effectuated through a covenant, which is signed by the owner, recorded against the property title, so it 'runs with the land'. Covenants have provisions that require annual tenant re-certification and periodic physical inspections when required by the grant. These additional provisions are no less important than the repayment terms, and a material breach thereof may result in acceleration of the loan and/or foreclosure action against the collateral property.

The development cycle begins with the HPD commitment of HOME funds, and ultimately culminates into a finished housing development. HPD utilizes certain milestones as indicators to determine if the project is on track.

The construction phase is monitored by the HPD HOME-funded program staff. They perform inspections at each milestone of the process; their approval is required before funds can be released.

After construction, HPD's Tax Credit and HOME Compliance Unit takes over the monitoring responsibility as it checks for the required occupancy ratios, and also determines if clients meet income requirements. Compliance monitoring is accomplished through the regular monitoring of a borrower-provided management plan. Owners must provide HPD with reports on the current tenants and the rent schedule. These are reviewed for compliance by HPD staff.

When HUD issues revised income or maximum rent levels, all property owners are notified of the changes by the Occupancy Monitoring section.

Monitoring Community Housing Development Organizations (CHDOs)

- To ensure that organizations continue to meet all of the CHDO requirements, CHDOs are evaluated and re-certified by HPD every year or, at a minimum, are requalified as a CHDO each time it receives additional set-aside or operating funds.
- The minimum CHDO set-aside of 15% is calculated annually by HPD, and allocated to CHDO-sponsored housing development projects.
- CHDO oversight by HPD includes an evaluation of compliance with the HOME maximum purchase price/after-rehab value limits, the FHA 203(b) limits, for owner-occupied and homebuyer properties.

Other HOME Program Monitoring Activities

- HPD reviews the status of the HOME grant to ensure that the 24-month deadline to commit and 5-year deadline to expend funds are complied with.
- HPD monitors and reports back on the HOME match requirements to ensure that the 12.5% match requirement is met. An annual report is sent to HUD along with the Consolidated Annual Performance and Evaluation Report (CAPER).
- HPD also ensures compliance with the minimum HOME subsidy amount of \$1,000 per rental unit as well as the maximum 221(d)(3) per-unit limit subsidy amounts.
- HPD ensures that HOME-assisted rental units are inspected at the required frequency of inspections, as stated in the HOME regulations, and ensures compliance with Housing Quality Standards.

Section 3 of the Housing and Urban Act of 1968

The City of New York, to the greatest extent feasible, is committed to directing job training and employment opportunities to low- and very low-income New Yorkers, and its programs have increased opportunities for these groups. The Department of Housing Preservation and Development (HPD) has undertaken various affirmative efforts to realize the benefits of Section 3 for local residents and local businesses:

- HPD includes information on Sec. 3 requirements in the equal opportunity packages provided to HPD developers, contractors and their sub-contractors.

- HPD reviews these requirements at weekly Pre-Award conferences with developers, contractors and sub-contractors.
- HPD includes the Section 3 clause in its HUD-funded contracts, alerting each entity of the program and its obligations. The clause also requires its placement in every subcontract subject to Section 3 regulations.
- HPD has implemented a quarterly review process for the efficient monitoring of Section 3 activity.
- HPD has created and posted a new HUD Section 3 webpage at the HPD website. The webpage contains an explanation of the regulations, reporting forms, a Section 3 Business Concern application, a directory of Business Concerns and a listing of employment/training referral sources. The webpage provides firms working with the agency easy access the information they need to comply.
- HPD has developed relationships, memorialized by Memorandums of Understanding, with local construction employment and training agencies (including YouthBuild programs) that offer formal training, job readiness and pre-screening programs. Our Section 3 webpage lists referral sources for firms seeking qualified candidates for any construction trade or management related job opportunities that may arise.
- HPD has a Memorandum of Understanding with the NYC Department of Small Business Services (DSBS) under which firms that certify with HPD as Section 3 Business Concerns will obtain business counseling and networking opportunities sponsored by DSBS by enrolling in their Emerging Business Enterprise Program. This partnership expands business opportunities and technical assistance for local firms. To date we have referred 6 firms.

HPD collects data to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and moderate-income persons under Section 3 of the Housing and Urban Development Act of 1968.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and moderate-income persons. HPD ensures that all back-up documentation be appropriately filed and maintained by the agency for five (5) years.

Compliance Monitoring of Occupancy During the HOME Program Affordability Period

During the affordability period, all HOME projects are subject to Compliance Monitoring. The purpose of monitoring is to ensure adherence to the income and rent affordability requirements of the HOME program. Specifically, all newly vacated HOME units must be rented to tenants with qualifying incomes, the owner/managing agent must comply with the annual income certification requirements for all tenants in home assisted units and the owner/managing agent must comply with the HOME program's various rent restrictions. In addition, all HOME units are subject to an annual inspection to ensure compliance with federal Housing Quality Standards (HQS).

Each year, the owner must submit to HPD's Compliance Unit the following information:

- A certified rent roll showing: (a) names and rents for tenants in all units, (b) tenant incomes and household sizes for tenants in HOME assisted units, and (c) dates of income certification for tenants in home assisted units,

- An initial income certification for each new tenant who has moved in during the prior calendar year and,
- A certification by the owner that the project is in compliance with all requirements of the HOME Written Agreement (form to be provided by HPD).

These documents will be reviewed by HPD for compliance. Concurrently, the results of the HQS inspections will be reviewed to determine if there are any uncorrected violations. A written report will be prepared which describes any findings and issues, along with details of any required follow-up. Projects with any pending findings or issues will remain in the active workload until all outstanding problems are resolved.

In addition to home Monitoring described above, which applies to all projects annually, HOME projects will also be subject to a more intensive review on a less frequent basis. Such reviews may either be conducted at the owner's office or at HPD's office. In general the review will involve an in-depth review of income certification documents, as well as other procedures used by the owner to ensure compliance with the HOME Written Agreement.

Certificate of Consistency with this Consolidated Plan

Developers' proposed projects must be consistent with New York City's Strategic Plan goals. Examples of such projects generally meet this goal when they include one or more of the following activities:

- Newly constructed housing targeting low- and moderate-income households.
- Rehabilitation of the existing housing stock in a manner that is sensitive to the need for accessibility by persons with disabilities.
- Supportive housing.

EMERGENCY SOLUTIONS GRANT (ESG)

The NYC Department of Homeless Services (DHS) receives Emergency Solutions Grant Program (ESG) grant money to engage homeless individuals living on the street, increase the number and quality of emergency shelters for homeless individuals and families, to operate these facilities and provide essential services to residents, to help prevent homelessness, and to rapidly re-house homeless individuals and families.

The Budget and Finance Units of DHS is responsible for the fiscal administration of the ESG grant. These units allocate the ESG funding and ensure that payments and claims are made in accordance with the approved uses of the grant for eligible activities, in consultation with DHS Program staff.

As part of ESG monitoring plan, DHS revised its standards according to the requirements set forth in 24 CFR 576.400(e) (1) and (e) (3). The purpose of the ESG monitoring plan is to determine if the ESG-funded programs have administered and implemented ESG-funded activities in accordance with applicable Federal requirements.

If any findings or concerns are identified after a program monitoring review, DHS works with the program staff in implementing corrective actions and making improvements. In order to monitor and report on ESG funds, DHS has hired one staff person in the Policy and Planning Unit.

DHS will utilize its experience from its successful implementation of HPRP to evaluate the new ESG activities. DHS shared this framework with the Continuum of Care Steering Committee and will review periodically with the NYC CCoC Data Management Committee. DHS will utilize its HMIS to monitor performance through the following indicators:

- Number of individuals/households served by prevention and rapid re-housing activities
- Exit destinations (temporary and permanent) of individuals/households served
- % of clients served who avoid shelter entry
- Length of time served by ESG program

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

To ensure compliance with federal, state, and local regulations and guidelines, the New York City Department of Health and Mental Hygiene (DOHMH) conducts routine monitoring activities of its HOPWA-funded sub-grantees and projects sponsors. Monitoring activities are conducted on-site and remotely on an annual basis.

Based on findings identified during monitoring activities, DOHMH may require sub-grantees and project sponsors to develop corrective action plans that outline activities that will be taken to resolve issue(s) identified and timeline for resolution. DOHMH monitors these plans closely to ensure timely resolution.

Appendix 2., Emergency Solutions Grant Written Standards

The City of New York is awarded ESG funds from the Department of Housing and Urban Development. ESG funds are used to assist sheltered and unsheltered homeless individuals, as well as those at risk of becoming homeless. Street outreach, emergency shelter, homeless prevention, rapid re-housing, and HMIS are eligible programs. The following are the written standards for providing ESG assistance.

i. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG.

Emergency Shelter

New York City is governed by the right to shelter mandate. Every individual and family eligible for services is provided temporary emergency shelter. DHS operates two separate family shelter intake locations. The first is the Prevention Assistance and Temporary Housing (PATH) Intake Center for families with children and pregnant women and the second location is the Adult Family Intake Center (AFIC) for adult families without minor children. PATH is located in the Bronx and AFIC is located in Manhattan. For single adults applying for shelter, men go to 30th Street Intake Center and women can apply at either HELP Women's Shelter in Brooklyn or Franklin Shelter in the Bronx. Below describes the policies and procedures for evaluating families with children, adult families, and single adult's eligibility for emergency shelter.

Families with Children:

DHS considers families with children to be the following households:

- Families with children younger than 21 years of age
- Pregnant women
- Families with a pregnant woman

Families with children must apply for shelter in order to ensure that they do not have an alternative housing option available to them. DHS firmly believes that families are best served in their communities through prevention efforts, and that they should only utilize temporary emergency shelter as a last resort when they are experiencing an immediate housing crisis.

Once a family arrives at PATH, they will first be interviewed by a Human Resources Administration (HRA) caseworker, who will inquire about their living situation and explain the services that may help them avoid entering shelter- including family mediation, anti-eviction legal services, out-of-city relocation assistance, Family Eviction Prevention Supplement (FEPS), or a one-shot deal through HRA.

If these services do not apply to a family's specific circumstances, a DHS family worker interviews the family to obtain information about their prior living situation. Families may be assigned a temporary shelter placement for up to 10 days while DHS investigates the information provided during the interview. Based on the investigation, DHS determines whether the family is eligible or ineligible for shelter, based on whether they have fully cooperated with the application and eligibility process and/or have other housing options available to them.

PATH is open 24 hours per day, including weekends and holidays. PATH processes applications during business hours (9 a.m. to 5 p.m.). Families who apply after 5 p.m. may be assigned a temporary shelter placement for the night and transported back to PATH the next morning to complete their application.

Every household has a right to a legal conference at PATH if they are found ineligible and disagree with the decision. In addition, they have 60 days after being found ineligible to request a Fair Hearing from New York State.

Adult Families:

The Department of Homeless Services (DHS) considers an adult family to be any family without minor children, including the following household compositions:

1. Applicants who are a legally married couple and present a valid original marriage certificate; or
2. Applicants who are a domestic partners couple and present a valid original domestic partnership certificate; or
3. Adults who provide, as part of their application for Temporary Housing Assistance, proof establishing the medical dependence of one applicant upon another; Two or more adults who can provide birth certificates to prove a parent/child or sibling family relationship or share a "caretaking" (emotionally or physically supportive) relationship, including: (i) aunt/uncle to niece/nephew; (ii) grandparent to grandchild; (iii) parent to child or step-child; and (iv) siblings; and can demonstrate that they have resided with one another for 180 days within the year immediately prior to the date of their application.

*Clients must be able to verify that their household constitutes a family as defined above.

Adult families must apply for shelter at AFIC in order to ensure that they do not have an alternative housing option available to them. Once an adult family arrives at AFIC, they will first be interviewed by a caseworker, who will inquire about their living situation and explain the services that may help them avoid shelter altogether-including family mediation, anti-eviction legal services, out-of-city relocation assistance, Family Eviction Prevention Supplement (FEPS), or a one-shot deal through the New York City Human Resources Administration (HRA).

If these services do not apply to a family's specific circumstances, a DHS family worker interviews the family to obtain information about their prior living situation. Families may be assigned a temporary shelter placement for up to 10 days while DHS investigates the information provided during the interview. Based on the investigation, DHS determines whether the family is eligible or ineligible for shelter, based on whether they have fully cooperated with the application and eligibility process and/or have other housing options available to them.

Every household has a right to a legal conference at AFIC if they are found ineligible and disagree with the decision. In addition, they have 60 days after being found ineligible to request a Fair Hearing from New York State.

Single Adults:

DHS considers a single adult to be any man or woman over the age of 18 who seeks shelter independently, without being accompanied by other adults and/or minors. All single adult men apply for shelter at the 30th Street Intake Center; women apply at either HELP Women's Shelter in Brooklyn or Franklin Shelter in the Bronx.

At Intake, a client completes a Temporary Housing Assistance form and a number of screening forms about income, employment, prior residence. Many clients will be assigned to an Assessment shelter that

same day. Assessment shelters are temporary shelter assignments at which clients are evaluated for shelter determination. When a client has completed the assessment and a bed opens, they are assigned to an official shelter suitable to their needs. This official shelter will remain the same until the client has been out for an entire year. If a client is out for more than a year, they must return to intake and begin the process again. Clients will not receive an official shelter if they can be easily diverted out of shelter.

Prevention Services

The ESG funding allocated to Homebase prevention will be used exclusively for singles and adult families. To be eligible, the household must be assessed using a risk assessment instrument provided by the NYC Department of Homeless Services (DHS) and determined to be at imminent risk of homelessness. Providers must assess, document and verify (when possible) the household's risk of homelessness.

To be eligible for ESG-funded Homebase prevention services, the applicant must meet all of the following criteria:

- Household Composition: The household must be either a single adult or adult family.
- Income: The household's total income must be at or below 30% Area Media Income (AMI).
- Risk of Homelessness: The household must receive an assessment using a risk assessment instrument provided by the Department of Homeless Services (DHS) and determined to be at imminent risk of homelessness, scoring 7 or more points.
- Resources & Network: The household does not have sufficient resources or support networks, e.g. family, friends, faith-based or social network, immediately available to prevent them from becoming homeless.

A re-evaluation of the program participant's eligibility and type of assistance needed is required at least once every 3 months for households receiving assistance greater than 90 days.

Rapid Re-housing Services

Rapid re-housing assistance is available for persons who are homeless according to HUD's definition and ***for whom*** the ESG assistance can be used within the first 10 days of a shelter stay to re-house the family. Households that meet one of the following criteria in addition to the minimum requirements specified in the following section (Eligibility Determination) are eligible for ESG rapid re-housing assistance:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 90 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of a transitional housing program; and
- Victims of domestic violence.

Populations eligible for rapid re-housing include individuals and families who are experiencing homelessness (e.g. residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

ii. Standards for targeting and providing essential service related to street outreach.

DHS deploys outreach teams 24 hours per day, seven days a week, Citywide, with the aim of engaging street homeless individuals and encourage them to move from the streets into housing. Each borough has a dedicated provider (Manhattan Outreach Consortium led by Goddard Riverside in Manhattan; Common Ground in Brooklyn and Queens; BronxWorks in the Bronx; Project Hospitality on Staten Island). These providers have placement and census reduction targets for the unsheltered homeless population. Targets are based off of the HOPE count and the past placement performance of DHS's outreach providers.

Outreach activities focus on the placement of clients into permanent housing and long-term transitional housing settings, including:

- a. Canvassing for clients
- b. Engaging clients
- c. Accessing or providing emergency and crisis intervention services
- d. Assessing clients
- e. Crisis intervention counseling
- f. Case management
- g. Providing access to any available entitlements, benefits, housing or other resources
- h. Direct provision of and/or referrals and linkages to health and/or mental health services
- i. Transportation of clients

Multidisciplinary outreach teams seek out clients and attempt to engage them, while also completing onsite needs assessments and initiating appropriate referrals and escort plans. Activities by outreach teams are directed towards developing an appropriate individualized and comprehensive service plan for each client. The service plan contains all services and steps reasonably necessary to achieve placement housing or long-term transitional setting, including any intermediary and transitional steps required to effect placement in permanent housing. In all cases, clients resisting services will continue to be contacted by the outreach team until engagement is achieved; it is understood that certain clients may persistently and adamantly refuse to be engaged, and that the staff has no responsibility or liability other than to try to engage such individuals.

The outreach approach must be housing placement focused, flexible, and conducted in a non-threatening manner. Outreach workers are expected to be persistent, to maintain contact (both informal and formal), observe and monitor unsheltered homeless, and utilize evidence-based practices that result in client acceptance of permanent or long-term transitional housing and appropriate levels of service.

The City has implemented Code Blue and Code Red procedures to further protect clients who are living unsheltered, thereby doubling the number of outreach vans in the field and enabling teams to check on individuals more frequently. Additionally, when these procedures are in effect, individuals experiencing homelessness may access any of the agency's adult facilities, including shelters and drop-in centers, without going through the usual intake process.

Outreach providers are also responsible for responding to 311 requests for homeless assistance. Through 311 phone line or mobile app, the public can report if they see an individual who appears to be homeless or in need of services.

iii. Policies and procedures for admission, diversion, referral and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g. victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest.

As previously described, all individuals and families must apply at the appropriate Intake Center for emergency shelter. Before individuals and families receive an official shelter assignment, diversion services are explored with the applicant. Some of these services including anti-eviction legal services, one-shot deals, FEPS, and out-of-City relocations services. The Intake Center for families with children (PATH) also has HRA's No Violence Again (NOVA) office to provide DV crisis counseling and placement into DV shelters for families who are eligible for those services.

If an individual or family is found eligible for emergency shelter, an official shelter assignment is given. DHS is the only referral system to emergency shelters that contract with the agency. These providers must accept all homeless adults referred to it by DHS, as long as there is adequate space in the shelter. The shelters may not reject a referral on the basis of a resident's unwillingness to initially comply with the specific programmatic requirements. The provider must make its best efforts to engage and encourage the resident to comply with its specific programmatic requirements. Shelters are also required to provide an orientation session and describe the shelter's guidelines to each new resident.

Every resident receives casework services designed to develop independent living skills including, but not limited to, entitlement assistance and advocacy, referral information, linkages to community-based service programs, crisis management, life skills development, employment and housing referral, recreation and out-placement with follow-up services. The goal of each case management plan is to prepare residents for alternative living arrangements and should explicitly address the resident's barriers to permanency as identified in the assessment.

Each shelter is responsible for assisting residents to achieve permanency in the shortest reasonable period possible. Permanency is defined as living in stable housing in the community with or without support services (based on the resident's needs) and with access to economic resources provided by employment, entitlements, public or other benefits and/or assistance from family that will reasonably ensure that the client will not return to homelessness. Residents must be prepared for and referred to appropriate housing resources based on their permanency plans.

Shelters prioritize long-term shelter stayers and residents at risk of becoming long-term stayers. Services for these residents may include, but not be limited to, more frequent case work contacts, case reviews and assertive linkage and follow-up to needed mental health and/or substance abuse treatment services. Shelters must ensure that residents remain in the shelter for no longer than is necessary. It is DHS's policy that, except in extraordinary circumstances, no resident shall remain in an emergency shelter for longer than nine months. Each shelter provider must design its program to ensure compliance with this objective.

All shelter providers must have discharge policies that are in accordance with DHS procedures and NYSOTDA rules, regulations and procedures. The shelters are responsible for placing all residents being

discharged from the shelter into an appropriate setting based on their needs. If a resident in the shelter is found to be inappropriate to the program model, the shelter provider must place the resident in a more appropriate setting, with DHS's authorization.

iv. *Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;*

The admission process includes comprehensive assessments. These assessments will help inform the case management process and the determination of what kind of program shelter will best suit each individual's needs. These evaluations include but are not limited to the following areas:

1. History of the current episode of homelessness, including precipitants and actions taken by the resident to avoid homelessness.
2. History of any other episodes of homelessness, including precipitants and actions taken by the resident to avoid homelessness.
3. Housing or permanency options available to the resident, including family resources.
4. Comprehensive evaluation of the financial resources available to the resident, whether accessed by the resident or not, including employment income, savings, entitlements or other benefits, pensions, family resources, etc.
5. Physical health screening, with referral to appropriate service providers if indicated.
6. Mental health screening, with referral to appropriate service providers if indicated.
7. Substance abuse screening, with referral to appropriate service providers if indicated.

Case managers, together with the resident, also develop individualized case management plans as soon as practical after arrival at the shelter, but in no event later than ten calendar (10) days after arrival, unless otherwise approved by DHS. The case management plans include a psychosocial history, a comprehensive resident assessment and including diagnosis (if appropriate), an assessment of housing and housing related case needs, a signed service plan containing a specific plan to guide the resident in his/her efforts to secure permanent or other appropriate housing as expeditiously as possible, a milestone chart, a discharge plan, a description of the progress made by the resident and any referrals to other treatment modalities. This plan is to be based on the resident's strengths and challenges, resulting in the resident being re-housed into the community with the supports necessary to prevent the resident from re-experiencing homelessness.

The shelters ensure that case management-resident contacts occur as prescribed in each resident's service plan. The service plan must be updated at least once a month or whenever new case information necessitates a revision. At a minimum, residents should have formal contact with a case manager twice a week. Residents who have proved to be service resistant or who have mental health issues should meet with a case manager more than the minimum.

v. *Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.*

There is diverse membership within the NYC CCoC Steering Committee (CCoC SC) with 8 government (federal and state & city), 8 consumer, 8 coalition and 3 at large members -including representatives of private industry - ensures a broad investment in the strategic planning and operation of projects to

prevent and end homelessness. The CCoC is the main mechanism for coordination between emergency shelters providers, essential service providers, homeless prevention and rapid re-housing providers, mainstream services and housing providers. DHS is the Collaborative Applicant and a Steering Committee member, ESG recipient and runs the vast majority of emergency shelters throughout NYC and coordinates the Homebase prevention program. Housing providers, including PSH and TH programs, are actively engaged in the CCoC's efforts. NYC Department of Housing Preservation and Development (HPD) is one of two PHA's within the jurisdiction and is a Steering Committee member. DOHMH, a CCoC SC member and the NYC HOPWA recipient, attends CCoC Data Management Committee meetings and is preparing to submit HOPWA data into HMIS, further allowing the CCoC to track HOPWA outcomes and target resources to the homeless living with HIV/AIDS. HRA, NYC's TANF agency, is a CCoC SC member and maximizes TANF to prevent and end homelessness. HRA is co-located at NYC's homeless intake center to offer TANF-funded diversion; TANF funds DHS' community-based prevention programs; and families exit shelter with rapid re-housing assistance funded by TANF. DYCD, NYC's RHY provider, is also a CCoC SC member.

vi. *Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.*

To be eligible for ESG-funded Homebase prevention services, the applicant must meet **all** of the following criteria:

Household Composition: The household must be either a single adult or adult family.

Income: The household's total income must be at or below 30% Area Media Income (AMI).

Risk of Homelessness: The household must receive an assessment using a risk assessment instrument provided by the Department of Homeless Services (DHS) and determined to be at imminent risk of homelessness, scoring 7 or more points.

Resources & Network: The household does not have sufficient resources or support networks, e.g. family, friends, faith-based or social network, immediately available to prevent them from becoming homeless.

A re-evaluation of the program participant's eligibility and type of assistance needed is required at least once every 3 months for households receiving assistance greater than 90 days. Services may not exceed 2 years (24 months).

ESG-funded programs should determine the re-certification date based on the original ESG eligibility assessment date. The intent of the recertification rule is to ensure programs are fully evaluating households that are receiving ongoing financial assistance and/or other ESG assistance to ensure the household remains eligible and needs continued assistance to prevent homelessness. ESG-funded programs may be monitored to ensure appropriate documentation is obtained and included in ESG participants' files.

ESG Income Criteria and Definitions:

To be eligible to receive ESG-funded assistance, an applicant household must have a current gross annual income of all adult household members that is at or below 30% of the Area Median Income (AMI), which is determined by the state and by the local jurisdiction in which a household resides and is dependent on the number of household members. The table providing income limits by local jurisdiction, including 30% AMI, is adjusted periodically and can be accessed at <http://www.huduser.org/portal/datasets/il/il13/index.html>.

Income is money that goes to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member. Annual income includes the current gross annual income of all adult household members.

Gross Income is the amount of income earned before any deductions (such as taxes and health insurance premiums) are made. Earned Income, Business Income, Interest & Dividend Income, Pension/Retirement Income, Unemployment & Disability Income, TANF/Public Assistance, Alimony, Child Support and Foster Care Income, Armed Forces Income are the types of income that must be counted when calculating gross income.

Current Income is the income that the household is currently receiving at the time of application for assistance. Income recently terminated should not be included. Documents and information collected to verify income should be recent and should be dated within 30 days prior to the time of application. However, for public assistance benefits (e.g., SSI, cash assistance), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by an applicant household is allowed. A copy of a recent bank statement indicating direct deposit of benefit(s) is also acceptable.

Adult full time students who are not the Head of Household are excluded from gross income calculations.

ESG Income Documentation Standards

Various types of documentation, ranging from third party verification to applicant self declaration are acceptable. Documentation standards, in order of preference, are as follows:

- I. Third Party. Verification from a third party, which includes:
 - Source (Notices/Statements): Official communication on letterhead or statement template; document must be signed and dated (when appropriate). Examples include; paystub, most recent financial statement, statement of income from employer/income source.
 - Written (Written Letters/Referrals): Official communication issued on agency stationary or program template; document must be signed and dated by appropriate representative of third party. Examples include; letter from employer/income source, income source.
 - Oral (Recorded Oral Statements): Oral statement recorded by intake staff of 3rd party providing verification;

The documents for the program staff to complete for the Third Party Verification process are Written Third-Party Verification of Income Form (WTP-2) and the Oral Third-Party Verification of Income Form (OTP-2).

- II. Self-Declaration. Written statement by the individual/head of household applying for assistance. The statement must be completed on the Self-declaration of Income form (SD1-2) and certified (i.e. signed and dated by applicant) as true and complete. Program staff must describe efforts to obtain third party information (phone logs, email correspondence, copies of certified letters etc.) and details of outcome, including obstacles. Once completed, the form must be signed and dated by intake staff as true and accurate.

vii. *Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.*

ESG funded prevention and rapid re-housing services do not include rental assistance. While NYC ESG does not fund rental assistance, the NYC CCoC is preparing to implement a RRH program and has prepared written standards for this program. These standards can be found here: http://www.nychomeless.com/html/cmt_Governance.html

viii. *Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.*

ESG funded prevention and rapid re-housing services do not include rental assistance. While NYC ESG does not fund rental assistance, the NYC CCoC is preparing to implement a RRH program and has prepared written standards for this program. These standards can be found here: http://www.nychomeless.com/html/cmt_Governance.html

ix. *Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.*

There are many people who are housed and have great need but would not become homeless if they did not receive Homebase assistance. To be eligible for ESG-funded prevention assistance, programs must assess and document that the household would become homeless **but for** the ESG assistance. In other words, a household would require emergency shelter or would otherwise become literally homeless in the absence of ESG assistance. A household that is at-risk of losing their present housing may be eligible if it can be documented that their loss of housing is imminent and they do not have sufficient resources or support networks, e.g. family, friends, faith-based or social network, immediately available to prevent them from becoming homeless.

ESG funds may be used for services that assist program participants with housing stability and placement. Homebase programs will not be providing ESG-funded financial assistance, including short and medium term rental assistance.

Each program participant may receive housing relocation and stabilization services for up to 24 months; however program eligibility must be assessed and recertified at least once every 3 months. ESG services are limited to the following eligible activities:

Housing Search and Placement Activities. These activities include assessment of housing barriers, needs and preferences; development of an action plan for locating housing; housing search and outreach to and negotiation with owner; assistance with submitting rental applications and understanding leases; assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness; assistance with obtaining utilities and making moving arrangements; and tenant counseling.

Housing Stability Case Management. This service includes assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. Activities include using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation; counseling; developing, securing and coordinating services including Federal, state, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan.

Mediation. This service includes mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

Legal Services. Legal services are offered to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing. Activities include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling; and filing fees and other necessary court costs. Legal representation and advice may be provided for: landlord/tenant matters; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; child support; guardianship; paternity; emancipation; legal separation; appeal of veterans and public benefit claim denials; and resolution of outstanding criminal warrants.

Credit Repair. These services are provided to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. Activities include credit counseling and other related services. Assistance cannot include the payment or modification of a debt.

Requirements and Restrictions. Participants must be required to meet regularly with a case manager, at least once a month for the duration of assistance. In addition, participants must be assisted, as needed, in obtaining appropriate supportive services like medical or mental health treatment or services essential for independent living, and mainstream benefits like Medicaid, SSI, or TANF.

HUD requires an evaluation and certification of eligibility for ESG program participants (per the above criteria) **at least once every 90 days** for all households receiving ESG-funded Housing Relocation and Stabilization Services lasting longer than 90 days. ESG-funded programs should determine the re-certification date based on the original ESG eligibility assessment date. The intent of the recertification rule is to ensure programs are fully evaluating households that are receiving ongoing financial assistance

and/or other ESG assistance to ensure the household remains eligible and needs continued assistance to prevent homelessness. ESG-funded programs may be monitored to ensure appropriate documentation is obtained and included in ESG participants' files.

Termination of Assistance. If a program participant violates program requirements, the program may terminate the assistance in accordance with a formal process established by the program that recognizes the rights of individuals affected. The program must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of written notice, decision review, and final decision. Written notice to the program participant must contain a clear statement of the reasons for termination. Through the decision process, the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision. Once the decision review is completed, prompt written notice of the final decision to the program participant must be provided to the program participant by the provider.

Termination of assistance does not bar the program from providing further assistance at a later date to the same household.

Appendix 3., Definitions

Accessibility: CDBG funds can be used for the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or persons with disabilities.

Affordable Housing: Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of his or her household's annual income for gross housing costs.

AIDS and Related Diseases: The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent of acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction: A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

Assisted Household or Person: For the purpose of specifying one-year goals for assisting households or persons, a household or person is assisted if, during the coming Federal fiscal year, they will benefit through one or more programs included in the jurisdiction's investment plan. A renter is benefitted if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed, and/or receives rental assistance. An existing homeowner is benefitted during the year if the home's rehabilitation is completed. A first-time homebuyer is benefitted if a home is purchased during the year. A homeless person is benefitted during the year if the person becomes an occupant of transitional or permanent housing. A non-homeless person with special needs is considered as being benefitted, however, only if the provision of supportive services is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see 24 CFR section 882.109). See also, instructions for completing Table 3B of the CHAS and Table 1 of the Annual Performance Report.

At risk of homelessness (For the Emergency Solutions Grant, and Continuum of Care program): An individual, family or youth may be considered as at risk of homelessness if they meet one of the following criteria:

An individual or family who: has an annual income below 30 percent of median family income for the area, as determined by HUD; does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition; and, meets one of the following conditions: (A) has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) is living in the home of another because of economic hardship; (C) has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals; (E) lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; (F) is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

A child or youth at risk of homelessness is one who does not qualify as “homeless” as per the definition, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15));

A child or youth at risk of homelessness is one who does not qualify as “homeless” as per the definition, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Chewable surface: An interior or exterior surface painted with lead-based paint that a young child can mouth or chew. A chewable surface is the same as an “accessible surface” as defined in 42 U.S.C. 4851(b)(2). Hard metal substrates and other materials that cannot be dented by the bite of a young child are not considered chewable.

Chronically Homeless (For the Emergency Solutions Grant, and Continuum of Care program): An individual, family or youth may be considered as chronically homeless if they meet one of the following criteria:

Chronically homeless individual is an individual who: is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and, has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and, can be diagnosed with (one or more of the following conditions:) substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

A chronically homeless individual may also be an individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and who has met all of the criteria indicated above, before entering that facility.

Chronically homeless family is defined as a family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in the first paragraph of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Committed: Generally means there has been a legally binding commitment of funds to a specific project to undertake specific activities.

Consistent with the CHAS: A determination made by the jurisdiction that a program application meets the following criterion: The Annual Plan for that fiscal year's funding indicates the jurisdiction planned to apply for the program or was willing to support an application by another entity for the program; the location of activities is consistent with the geographic areas specified in the plan, and the activities benefit a category of residents for which the jurisdictions five-year strategy shows a priority.

Continuum of Care (Coalition): The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers, victim service providers, faith-based organizations,

government agencies, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Cost Burden greater than 30 percent: The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau. (Cost burden consists only of gross rent/income ratio for renters.)

Cost Burden greater than 50 percent (defined as Severe Cost Burden): The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Disabling Condition: For the purposes of Consolidated Plan-defined chronic homelessness, a disabling condition is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Economic Development: The acquisition, disposition, construction or rehabilitation of commercial or industrial land and/or buildings, infrastructure development, assistance to private businesses including grants, loans, loan guarantees, interests supplements and technical assistance.

Economic Independence and Self-Sufficiency Programs: Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Bootstrap programs that originated under earlier Section 8 rental certificate and rental voucher initiatives, as well as the Family Self-Sufficiency program. In addition, PHAs may operate locally-developed programs or conduct a variety of special projects designed to promote economic independence and self sufficiency.

Elderly Household: For HUD rental programs, a one or two person household in which the head of the household or spouse is at least 62 years of age.

Elderly Person: A person who is at least 62 years of age.

Emergency shelter: Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements.

Existing Homeowner: An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

Family: There are several definitions, each dependent upon the program for its applicability. See definition in 24 CFR 5.100 (General HUD Program Requirements) for the purposes of ensuring equal access to housing). The definition required to be used for HUD Assisted and Insured Housing Programs differs from the Census definition. The Bureau of Census defines a family as a householder (head of household) and one or more other

persons living in the same household who are related by birth, marriage or adoption. The term "household" is used in combination with the term "related" in the CHAS instructions, such as for Table 2, when compatibility with the Census definition of family (for reports and data available from the Census based upon that definition) is dictated. (See also "Homeless Family.")

Family Self-Sufficiency (FSS) Program: A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and private resources to provide supportive services to enable participating families to achieve economic independence and self-sufficiency.

Federal Preference for Admission: The preference given to otherwise eligible applicants under HUD's rental assistance programs who, at the time they seek housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent. (See, for example, 24 CFR 882.219.)

First-Time Homebuyer: An individual or family who has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the homebuyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time homebuyer on the basis that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by a spouse.

FmHA: The Farmers Home Administration, or programs it administers.

For Rent: Year round housing units which are vacant and offered/available for rent only. (U.S. Census definition)

For Sale: Year round housing units which are vacant and offered/available for sale only. (U.S. Census definition)

Frail Elderly: An elderly person who is unable to perform at least one activity of daily living (i.e., eating, dressing, bathing, grooming, and household management activities). (See 24 CFR 889.105.)

Friction surface: An interior or exterior surface that is subject to abrasion or friction, including, but not limited to, certain window, floor, and stair surfaces.

Group Quarters: Facilities providing living quarters that are not classified as housing units. (U.S. Census definition). Examples include: prisons, nursing homes, dormitories, military barracks, and shelters.

HOME: The HOME Investment Partnerships Program, which is authorized by Title II of the National Affordable Housing Act.

Homeless: (For the Emergency Solutions Grant, and Continuum of Care program) An individual, family or youth may be considered as homeless if they meet one of the following criteria:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

or an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

An individual or family who will imminently lose their primary nighttime residence, provided that the primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; no subsequent residence has been identified; and the individual or family lacks the resources or support networks needed to obtain other permanent housing.

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has no other residence; and lacks the resources or support networks to obtain other permanent housing.

Homeless Assistance: Funds used for support services, rental assistance, or shelters to aid those who qualify as homeless.

Homeless Management Information System (HMIS): The information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

Homeless Prevention: Funds used for support services, such as, social workers, advocacy, landlord relations, court system assistance, reuniting the family, and rental assistance to prevent homelessness.

Homeless Youth: The United States Code (42 U.S.C. 5732a) defines a Homeless Youth as follows: An individual who is not more than 21 years of age, and not less than 16 years of age, for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

HOPE 1: The HOPE for Public and Indian Housing Homeownership Program, which is authorized by the Title IV, Subtitle A of the National Affordable Housing Act.

HOPE 2: The HOPE for Homeownership of Multifamily Units Program, which is authorized by Title IV, Subtitle B of the National Affordable Housing Act.

HOPE 3: The HOPE for Homeownership of Single Family Homes Program, which is authorized by Title IV, Subtitle C of The National Affordable Housing Act.

Household: One or more persons occupying a housing unit (U.S. Census definition) See also "Family".

Households with a member with a disability: (for Section 811 Supportive Housing for Persons with Disabilities eligibility) A household composed of one or more persons at least one of whom is an adult (a person of at least 18 years of age) who has a disability. A disabled household may also be defined as two or more persons with disabilities living together, or one or more such persons living with another person who is determined by HUD, based upon a certification from an appropriate health-care professional, to be important to their care or well being. The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Housing Problems: Households with housing problems include those that: (1) occupy units meeting the definition of Physical Defect; (2) meet the definition of overcrowded; (3) (for renter households) meet the definition of cost burden (gross rent/income ratio) greater than 30%. The data include nonduplicative counts of households that meet one or more of these criteria. Housing Problems for owners consists only of overcrowding or physical defects, not cost burden data.

Housing Unit: An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters. (U.S. Census definition)

Impact surface: An interior or exterior surface that is subject to damage by repeated sudden force, such as certain parts of door frames.

Income Type - For each category, the household's income is less than or equal to the maximum income level as defined below. Income definitions are based on Federal Fiscal Year 2014 Section 8 median family income limits, as determined by HUD for the New York, NY PMSA with adjustments for smaller and larger families and for areas with unusually high or low incomes or where needed because of prevailing levels of construction costs or fair market rents. According to HUD, the Federal FY 2014 Median Family Income for the New York, NY PMSA was \$62,500. (Please note: this income definition is for HUD's required table of housing assistance needs of low and moderate income households by household income category and housing problems by tenure, household type and race/ethnicity.) Very Low, Low and Moderate Income are defined as follows:

VERY LOW (0 TO 50% MFI) -- [equivalent with CDBG's low-income category]

A household with an income less than or equal to 50 percent of the area's median family income. (Less than or equal to \$41,950 for a family of four, with adjustments for household size.) Two sub-groups (0 to 30% and 31 to 50% of MFI) are distinguished in the tables. The Very Lowest Income category, 0 to 30% MFI, includes households with incomes less than or equal to \$25,150 for a family of four. The 31 to 50% of MFI subgroup includes households with income greater than \$25,150 but less than or equal to \$41,950 for a family of four.

LOW (51 TO 80% MFI) -- [equivalent with CDBG's moderate-income category]

A household with an income greater than 50 percent and less than or equal to 80 percent of the area's median family income. (Greater than \$41,950 and less than or equal to \$67,100 for a family of four.)

MODERATE (81 TO 95% MFI)

A household with an income greater than 80 percent and less than or equal to 95 percent of the city's median family income. (Greater than \$67,100 and less than or equal to \$79,700 for a family of four.)

Infrastructure Improvements: The upgrading of public infrastructures including: solid waste disposal facilities; water facilities; streets; sidewalks; tree planting; sewer facilities; and asbestos removal.

In Rem: A legal action (usually foreclosure) taken against real property for nonpayment of real estate taxes or water and sewer charges.

Institutions/Institutional: Group quarters for persons under care or custody. (U.S. Census definition)

Large Related: A household of 5 or more persons which includes at least one person related to the householder by blood, marriage or adoption.

Lead-based paint: Paint or other surface coatings that contain lead equal to or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight or 5,000 parts per million (ppm) by weight.

Lead-based paint hazard: Any condition that causes exposure to lead from lead-dust hazards, soil-lead hazards, or lead-based paint that is deteriorated or present in chewable surfaces, friction surfaces, or impact surfaces, and that would result in adverse human health effects.

Lead-dust hazard: Surface dust that contains a lead-dust loading (area concentration of lead) at or exceeding the levels promulgated by the EPA pursuant to section 403 of the Toxic Substances Control Act or, if such levels are not in effect, the standards in 24 CFR 35.1320.

LIHTC: (Federal) Low Income Housing Tax Credit.

Limited Clientele: An activity which benefits a limited clientele, at least 51 percent whom are, or are presumed to be, low and moderate income persons.

Low and Moderate Area: At least 51 percent of the residents are low and moderate income persons.

Low-Income: See Income Type.

Minority Concentration: A census tract in which the percentage of non-White and Hispanic population (total number of persons of all races less White, non-Hispanic persons divided by the tract's total population) is

greater than or equal to 85 percent. According to the U.S. Census Bureau, persons of this population may be comprised of: American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, Persons more than one race, Persons of Some Other (single) race not previously listed, and Hispanic Persons of all races.

Moderate Income: See Income Type.

Non-Elderly Household: A household which does not meet the definition of "Elderly Household," as defined above.

Non-Homeless Persons with Special Needs: Includes frail elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

Non-Institutional: Group quarters for persons not under care or custody. (U.S. Census definition used)

Non-residential Historic Preservation: The rehabilitation, preservation or restoration of historic non-residential properties, whether privately or public owned.

Occupied Housing Unit: A housing unit that is the usual place of residence of the occupant(s).

Other Household: A household of one or more persons that does not meet the definition of a Small Related household, Large Related household or Elderly Household.

Other Income: Households whose incomes exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families.

Other Low-Income: Households whose incomes are between 51 percent and 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to moderate-income in the CDBG Program.)

Other Vacant: Vacant year round housing units that are not For Rent or For Sale. This category would include Awaiting Occupancy or Held.

Overcrowded: A Housing unit containing more than one person per room. (U.S. Census definition)

Owner: A household that owns the housing unit it occupies. (U.S. Census definition)

Person with a disability: The Section 811 Supportive Housing for Persons with Disabilities Program defines a person with a disability as follows: A person shall be considered to have a disability if he or she has a developmental disability as defined in section 102(7) of the Development Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001.6006) if the person has a chronic disability which: 1) is attributable to a mental or physical impairment or combination of mental and physical impairments; 2) is manifested before the person attains twenty-two years of age; 3) is likely to continue indefinitely; 4) results in substantial functional limitation in three or more areas of major life activities including self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency; and 5) reflects the

person's need for a combination and sequence of special, interdisciplinary or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated. A persons may also be defined as having a disability if the person has a chronic mental illness, i.e. a severe and persistent mental or emotional impairment that seriously limits the persons ability to live independently, and which impairment could be improved by more suitable housing conditions. The term may also apply to a person infected with the human acquired immunodeficiency virus (HIV) and a person who suffers from alcoholism or drug addiction, provided the person meets the definition as provided in Section 811 (42 U.S.C. 8013(k)(2)). A person whose sole impairment is a diagnosis of HIV positive or alcoholism or drug addiction who does not meet Section 811 (42 U.S.C. 8013(k)(2)) qualifying criteria is not considered eligible for the Section 811 Supportive Housing program.

The New York City Human Rights Law defines a person with a disability as follows: A person shall be considered to have a disability if the person has any physical, medical, mental or psychological impairment, or a history or record of such impairment. In the case of alcoholism, drug addiction or other substance abuse, the term shall only apply to a person who 1) is recovering or has recovered and 2) is currently free of such abuse.

Physical Defects: A housing unit that is dilapidated, lacking complete kitchen and/or bath for exclusive use, has 4 or more maintenance deficiencies, or in a building with 3 or more types of building condition defects, based on data published by the U.S. Census Bureau.

Planning and Administration Activities: Activities which make more effective use of physical, economic and human resources, policy, planning and management capacity building are as follows: general management, oversight, and coordination; public administration; fair housing activities (if part of 20% cap); submissions or applications for federal programs; and administrative expenses for other HUD housing programs.

Primary Housing Activity: A means of providing or producing affordable housing -- such as rental assistance, production, rehabilitation or acquisition -- that will be allocated significant resources and/or pursued intensively for addressing a particular housing need. (See also, "Secondary Housing Activity".)

Project-Based (Rental) Assistance: Rental Assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

Public Facilities: CDBG funds are used for the acquisition, construction, rehabilitation or installation of public facilities such as: senior centers, homeless facilities, handicapped centers, homeless facilities, youth centers, neighborhood facilities, parks, recreational facilities, parking facilities, child care centers, health facilities, abused and neglected children facilities, and facilities for AIDS Patients.

Public Housing CIAP: Public Housing Comprehensive Improvement Assistance Program.

Public Housing MROP: Public Housing Major Reconstruction of Obsolete Projects.

Public Services: CDBG funds can be used for the provision of services including: senior services, handicapped services, homeless services, youth services, transportation services, substance abuse services, battered and abused spouses, employment training, crime awareness, fair housing activities, tenant and landlord counseling, child care services, health services, services for abused and neglected children, and AIDS Patients.

Racially Mixed Area: A census tract in which the percentage of its non-White and Hispanic population (total number of persons of all races less White, non-Hispanic persons divided by the tract's total population) is

greater than or equal to 65 percent and less than 84.9 percent. According to the U.S. Census Bureau, persons of this population may be comprised of: American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, Persons more than one race, Persons of Some Other (single) race not previously listed, and Hispanic Persons of all races.

Rapid re-housing assistance: The provision of housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Rental Assistance: Rental assistance payments provided as either project-based rental assistance or tenant-based rental assistance.

Rent Burden greater than 30 percent (Cost Burden): The extent to which gross rents, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Rent Burden greater than 50 percent (Severe Cost burden): The extent to which gross rents, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Renter: A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payment or rent. (U.S. Census definition)

Renter Elderly Household: A one or two person household in which the head of household or spouse is at least 62 years of age, and rent their housing unit.

Renter Small Related Household: A two to four person household including at least 1 person related to the householder by birth, marriage or adoption and rent their housing unit.

Renter Large Related Household: A five or more person household including at least 1 person related to the householder by birth, marriage or adoption and rent their housing unit.

Renter Occupied Unit: Any occupied housing unit that is not owner occupied, including units rented for cash and those occupied without payment of cash rent.

Residential Historic Preservation: Rehabilitation, preservation or restoration of historic non-residential properties, whether privately or public owned.

Secondary Housing Activity: A means of providing or producing affordable housing -- such as rental assistance, production, rehabilitation or acquisition -- that will receive fewer resources and less emphasis than primary housing activities for addressing a particular housing need. (See also, "Primary Housing Activity".)

Section 215: Section 215 of Title II of the National Affordable Housing Act. Section 215 defines "affordable" housing projects under the HOME program.

Service Needs: The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Cost Burden: Severe Cost Burden (gross rent/income ratio) is defined as the extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Severe Mental Illness: A serious and persistent mental or emotional impairment that significantly limits a person's ability to live independently.

Sheltered: Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up on in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor are its residents homeless.

Single-family Housing: A one -to four-family residence, condominium unit, cooperative unit, combination of manufactured housing and lot, or manufactured housing lot (American Dream Downpayment Initiative Program).

Slums and Blight: An activity will be considered to address prevention or elimination of slums and blight in an area if:

a) The area, delineated by the recipient meets a definition of slum, blighted deteriorated or deteriorating area under State or local law; b) Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration; c) Documentation is maintained by the recipient on the boundaries and conditions of the area at the time of its designation; and d)The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area; or e) Activities which addresses the elimination of specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area. Activities to address slums and blight on a spot basis are limited to extent necessary to eliminate specific conditions detrimental to public health and safety.

Small Related: A household of 2 to 4 persons which includes at least one person related to the householder by birth, marriage, or adoption.

Special Needs Supportive Services: Supportive services provided to one or more of the following special needs populations: 1. Domestic Violence- Services for victims of domestic violence; 2. Female-headed household with children- Services for female-headed households with children under 18; 3. Mentally Impaired- Services for persons mentally impaired; 4. Physically Disabled- Services for persons physically disabled; 5. Substance Abuse- Services for substance abusers; 6. Tuberculosis- Services for persons who have tuberculosis; 7. AIDS/HIV Related Diseases Services include: a) Rental Assistance - A program to provide rental payments to eligible residential tenants; b) Supportive Services (including home care) to facilitate independent living; and c) Securing Housing.

Substandard Condition and not Suitable for Rehab: By local definition, dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation.

Substandard Condition but Suitable for Rehab: By local definition, dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction or minor livability problems or maintenance work.

Substantial Amendment: A major change in an approved housing strategy. It involves a change to the five-year strategy, which may be occasioned by a decision to undertake activities or programs inconsistent with that strategy.

Substantial Rehabilitation: Reconstruction of completely or primarily vacant residential structure where there is replacement of at least two or more building systems, as well as substantial interior renovation. The estimated cost of rehabilitation is more than 75 percent of the total estimated cost of replacement after rehabilitation.

Supportive Housing Services: Services provided on-site in housing units and group quarters where a supportive environment includes a planned service component.

Supportive Service Need in FSS Plan: The plan that PHAs administering a Family Self-Sufficiency program are required to develop to identify the services they will provide to participating families and the source of funding for those services. The supportive services may include child care; transportation; remedial education; education for completion of secondary or post secondary schooling; job training, preparation and counseling; substance abuse treatment and counseling; training in homemaking and parenting skills; money management, and household management; counseling in homeownership; job development and placement; follow-up assistance after job placement; and other appropriate services.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

Tenant-Based (Rental) Assistance: A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

Total Vacant Housing Units: Unoccupied year round housing units. (U.S. Census definition)

Unsheltered: Families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys).

Vacant Awaiting Occupancy or Held: Vacant year round housing units that have been rented or sold and are currently awaiting occupancy, and vacant year round housing units that are held by owners or renters for occasional use. (U.S. Census definition)

Vacant Housing Unit: Unoccupied year-round housing units that are available or intended for occupancy at any time during the year.

Very Low Income: See Income Type.

Victim service provider: A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Worst Case Needs: Unassisted, very low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (which includes homeless people) or have been involuntarily displaced.

Year Round Housing Units: Occupied and vacant housing units intended for year round use. (U.S.Census definition) Housing units for seasonal or migratory use are excluded.

Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it has completed an analysis of impediments to fair housing choice within the jurisdiction, is taking appropriate actions to overcome the effects of any impediments identified through that analysis, and maintains records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

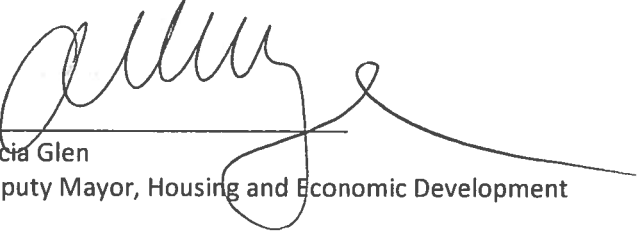
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Alicia Glen
Deputy Mayor, Housing and Economic Development

4/6/15
Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570).

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2012, 2013, and 2014, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may

be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

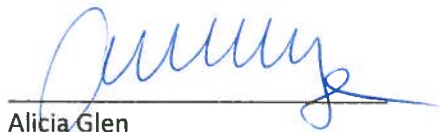
Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.

Compliance with Laws -- It will comply with applicable laws.



Alicia Glen
Deputy Mayor, Housing and Economic Development

4/6/15
Date

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Alicia Glen
Deputy Mayor, Housing and Economic Development

04/6/15
Date

ESG Certifications

The Emergency Solutions Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services and Operating Costs -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under 24 CFR 576.51.

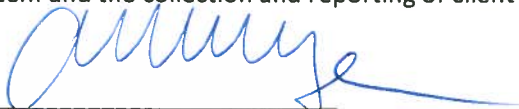
Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Discharge Policy ---- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Alicia Glen
Deputy Mayor, Housing and Economic Development

4/6/15
Date

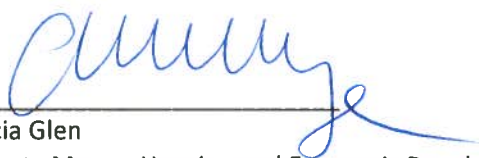
HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation or acquisition of a facility.
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Alicia Glen
Deputy Mayor, Housing and Economic Development



4/6/15
Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance was placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplace under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

All locations have been filed with the Department of Housing and Urban Development and can be obtained from the HUD Area Office, at 26 Federal Plaza.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).