

**Health, Human Services & Housing Committee
Special Meeting Minutes**

DATE & TIME: May 18, 2023 – 5:00 PM
LOCATION: Legislative Chambers, 6th Floor, County Office Building and 8862 Beach Road, Brewerton, NY
PRESIDING OFFICER: Chair Uchitelle
LEGISLATIVE STAFF: Chelsea Villalba, Legislative Employee
PRESENT: Legislators Corcoran, Erner, Lopez, Nolan, Petit and Stewart
ABSENT: Legislator Nolan
QUORUM PRESENT: Yes

OTHER ATTENDEES: Legislators Greene, Hansut & Hewitt; County Executive Metzger, Deputy County Executive LaValle, Even Menist – County Executive’s Office; Director Doyle & Senior Planner Lord-Farmer – Planning Department; Supervisor McKnight & Deputy Supervisor Humphries – Town of Hurley; Alderperson Hirsch – City of Kingston; Housing Committee Chair Martello – Town of Marbletown; Tina Buono & Chris Gillespie – CSEA Local 8950; Bond Brungard – Mid-Hudson News; Rokosz Most HV1; Cheryl Schneider, Donna Schlachman & Scott Denny – members of the public

Chair Uchitelle called the special meeting to order at 5:05 PM.

Chair Uchitelle advised the committee and those present that the only item on the agenda is a presentation by the County Executive’s team on the Housing Action Plan and Housing Action Fund (HAF). He added that a formal proposal will be before the committee and Legislature for consideration during the June Resolution cycle.

He recognized County Executive Metzger to begin the presentation. County Executive Metzger thanked Chair Uchitelle for his leadership and the members of the committee for their commitment to addressing the serious housing crisis. She introduced Planning Department Senior Planner Kai Lord-Farmer and advised the members that they would be co-presenting on the Housing Action Fund she mentioned in her 2023 State of the County Address.

The presentation included: HAF Mission Statement, Administrative Framework, HAF Process for Release of Funds, Eligible Project Types, Project Funding Criteria, Affordability Period and Monitoring, Revenue Sources, and Next Steps

[Presentation and Ulster County Housing Action Fund Program Guidance appended to these minutes]

Chair Uchitelle thanked the County Executive and Senior Planner for the presentation and asked if there were any questions from the members.

Legislator Petit asked for clarification on the requirement that units must be above and beyond municipal affordability. Senior Planner Lord-Farmer responded that some municipalities in the county, including the City of Kingston and Town of Lloyd, already have affordability requirements in place and the HAF isn’t intended to fund projects that already have an affordability requirement in place.

Legislator Erner thanked the Executive and her staff for the presentation and asked what was the difference between the HAF and a trust. County Executive Metzger responded that there is essentially no real difference, just the nature of the structure. Director Doyle added that by using an assigned fund balance the funding survives year to year.

Legislator Stewart asked if the county had looked into utilizing the transfer tax as a revenue source for the fund. County Executive Metzger responded that would be an alternative source. She added that an increasing number of communities are using those dollars as a source of revenue to fund Community preservation Act initiatives, so their focus was drawn to the occupancy tax instead. Chair Uchitelle stated that any of those tax streams are under the purview of the legislature to leverage to implement the HAP and HAF. He added that Comptroller Gallagher has made some suggestions in that regard and that Legislator Erner has done research in the area.

Legislator Stewart commended the County Executive and her staff on including green energy requirements in the plan and fund criteria.

Legislator Erner asked how residents experiencing housing instability be represented on the Board? County Executive Metzger stated that was discussed and that the suggested list of criteria of individuals to be considered for appointment is someone experiencing or has experienced housing insecurity or homelessness. She added that the appointing authorities can appoint whomever they feel brings the best expertise and experiences.

Chair Uchitelle asked if the appointments are subject to Legislature approval. County Executive Metzger responded that she did not believe there was intended to be a confirmation process. Chair Uchitelle suggested that be stipulated in the resolution.

Legislator Erner stated that anti-displacement measures were suggested but not explicitly stipulated in the plan, and asked if there was any contemplation to filling the gaps for renters or homeowners that may need assistance with rent or mortgage payments. County Executive Metzger responded that the focus was on expanding the supply of emergency, transitional and permanent affordable housing solutions. Chair Uchitelle added that he believed the intention was for capital investments, as opposed to operational expenses like rent. He added that the HAP/HAF does not restrict the Legislature from additional appropriations, like the Legislature did with the eviction services contract with Legal Services of the HV.

Legislator Stewart briefed the members on houses listed for sale in the Towns of Marbletown and Hurley, commenting that the majority of the listings are over \$500,000 list price. County Executive Metzger stated that these issues are why it is imperative to commit funds and collaborate with communities to bring housing to the right places with the right access to services and transportation.

Legislator Petit asked if there would be guidance for towns to get into the housing sustainability program to then be able to qualify for HAF monies. Director Doyle stated that there are a number of tool kits that the county has and is developing to assist towns to update zoning codes, invest in infrastructure, and leverage other funding sources like CDBG funds. He also complimented the work of Senior Planner Lord-Farmer.

Legislator Erner commented that controls could be put in place to controls to limit displacement. He asked if there was any contemplation to county owned facilities. County Executive Metzger responded that emergency and transitional housing is at the top of the list, and that the members will be getting an update on Elizabeth Manor, which is county owned, at the regular meeting.

Legislator Erner asked if the HAF is supplanting the Housing Development Corporation. Director Doyle responded that the short answer was no. he added that the HDC still has its place to work through things that can't be done as the county, but saw it as becoming less of a critical need.

Legislature Stewart commented that building on county owned land would be the most efficient and suggested the SUNY Ulster Campus as a location. County Executive Metzger stated that the important steps taken to establishing a county land bank will be integral to land acquisition.

Legislator Erner asked if the electric requirements would rule out wood heat and vegetable diesel. County Executive Metzger responded that she had not read the guidance but that the goal is for zero emissions building and a movement away from combustion of fossil fuels, not choosing one particular technology.

Legislator Erner asked about the possibility of a combined Farming and Housing Trust. County Executive Metzger responded that the HAP Guidance is to create creative housing solutions and that scoring criteria can encourage more holistic and innovative approaches.

Chair Uchitelle asked if there were any other questions. He stated that the HAP/HAF feels like the most tangible, well thought out proposal to address housing in the three years he has been a Legislator. He thanked the County Executive, her team and Director Doyle for their hard work. He asked the County Executive if she had any closing remarks before the meeting is adjourned.

County Executive Metzger thanked the members for the special meeting and for considering the proposal. She complimented the work of her team and stated that she looked forward to working together on real solutions.

Chair Uchitelle thanked everyone for coming and asked for a motion to adjourn.

Adjournment

Motion Made By: Legislator Erner
Motion Seconded By: Legislator Stewart

No. of Votes in Favor: 6
No. of Votes Against: 0

TIME: 5:55 PM

Respectfully submitted: Deputy Clerk Mahler
Minutes Approved: May 31, 2023



Ulster County
**Housing
Action
Fund**

Special Meeting of the Health, Human
Services, & Housing Committee

May 18th, 2023



Ulster County
**Housing
Action
Fund**

Presentation Topics



- ✓ Why is a Housing Action Fund needed?
- ✓ Housing Action Fund Overview
 - Administrative Framework
 - Use of Funds
 - Revenue Sources
 - Next Steps



Ulster County
Housing
Action
Fund



Why is a Housing Action Fund needed?

Key Housing Facts for Ulster County

Rental Costs Increasing

Average rent for one and two-bedroom apartments increased approx. 40% over the past 10 years while wages have remained stagnant or declined

Increasing Home Prices

Housing sale prices have increased approx. 43% over the past 4 years

County Median Home Sale Price

2019: \$245,000

2022: \$350,000

More Income Going to Housing Costs

Approximately 12% of owners and 29% of renters in Ulster County spend more than half of their monthly income on housing costs

Wrong Type of Housing

There is a mismatch between the housing needed and the housing being built.

From 2015 to 2020, the average new home size was 2,245 square feet with a median sales price of \$425,000.

Why create a Housing Action Fund?

County Housing Action Plan

Recommendation #5 in the plan calls for the establishment of a housing fund for Ulster County to assist in the creation of new affordable housing

Smart Use of County Funds

Lack of affordable housing causes secondary impacts which increase costs

- Homelessness Services
- DSS Services
- Displacement of workforce

NYS Housing Trust Funds

Planning Department staff have researched and connected with other successful Housing Trust Funds in NYS
**Tompkins County, Dutchess County
Westchester County**

Strong Commitment to Citizens

Using County surplus funds to support affordable housing illustrates a strong commitment of taxpayer dollars to citizen's health, safety, and wellbeing



Ulster County
**Housing
Action
Fund**



Housing Action Fund Overview

Proposed Mission Statement

- ✓ The mission of the Ulster County Housing Action Fund (HAF) is to support equitable and sustainable community development through the construction, development, revitalization, and preservation of affordable, workforce, and supportive housing.
- ✓ The HAF will prioritize support for housing projects that serve the county's most vulnerable populations, including unhoused individuals and families, populations with special needs, and households making up to 80% of Ulster County Area Median Income (AMI).
- ✓ The performance and achievements of the HAF will be measured by the number and type of affordable and workforce housing projects successfully developed through support from the HAF.

Administrative Framework

A Housing Policy and Oversight Committee (HPOC) will provide administrative oversight of the Ulster County HAF

HPOC Membership

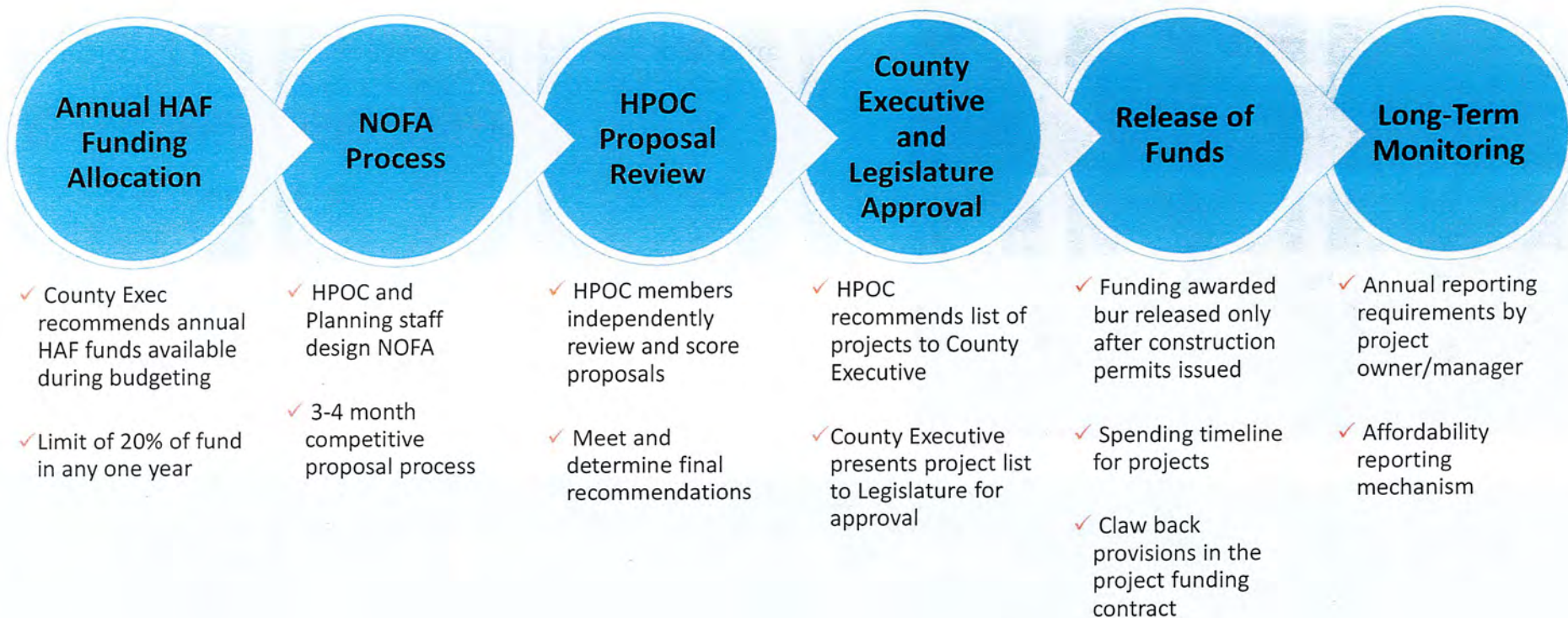
Seven (7) members comprised of individuals with expertise in housing, financing, development, and land use appointed for staggered three (3) year terms

- ✓ Four (4) appointments by County Executive's Office
- ✓ Three (3) appointments by County Legislature
- ✓ Two non-voting liaisons: One from the County Legislature and one County Executive's office

HPOC Responsibilities

- ✓ Conduct process with Planning Dept. staff to receive project proposals (i.e., NOFA) and make recommendations to the County Executive and Legislature for approval
- ✓ Consult with County Legislature and County Executive's Office on housing policy and Report on HAF progress annually

HAF Process for Release of Funds



Eligible Project Types

Direct Housing Development

- ✓ Emergency and Supportive Housing Projects
- ✓ Affordable Rental Projects
- ✓ Affordable For Sale Projects
- ✓ Non-Traditional Housing Projects (e.g., cohousing projects, tiny home communities)
- ✓ Accessory Dwelling Units



Housing-Related Infrastructure

- ✓ Infrastructure needed for the development of affordable housing projects (e.g., geothermal heating/cooling, on-site solar, battery back-up, roads, sewer, water, sidewalks)



Housing Catalyst Activities

- ✓ Small grants for practical and collaborative projects which lead to larger changes in the housing and construction sector (e.g., workforce development, proof of concept projects)



Project Funding Criteria

Requirements and Scoring criteria for NOFA included in the **HAF Program Guidance**

- ✓ **Mandatory:** Funding for units must be above and beyond mandatory municipal affordability requirements
- ✓ **Mandatory:** All-electric buildings for most projects based on NYS Housing and Community Renewal: Sustainability Guidelines
- ✓ **Prioritized:** Projects located in municipalities that have joined the Housing Smart Communities Initiative
- ✓ **Not Eligible:** Projects for which the County has already approved funding and no soft costs



Ulster County
Housing Smart
Communities Initiative



Affordability Period and Monitoring

Affordability Period – a minimum of 50 years for most projects

- ✓ Encourage or prioritize projects that are being placed in a **community land trust** to ensure perpetual affordability and prolong County subsidy

Affordability Guidelines & Monitoring:

- ✓ Income Targeting/Occupancy and Rent Setting
- ✓ Project Owner and/or Manager Responsibilities
- ✓ Tenant Selection Policies and Criteria
- ✓ Guidelines for buying and selling “for sale” units

Revenue Sources

Proposed:

- ✓ \$15 million in initial funding from Ulster County surplus fund balance

Potential:

- ✓ \$1-1.5M by dedication of 25% of hotel occupancy tax revenue (amount assumes increase in tax)
- ✓ Additional funding grants by municipalities, IDA, philanthropy, businesses (may be assigned to fund projects in their municipality)
- ✓ Other future permanent funding sources?

Next Steps: Establish a Housing Action Fund

By Resolution of the County Legislature:

- ✓ **Create an assigned fund balance** to be known as the Housing Action Fund (HAF) that allocates \$15 million dollars of surplus unassigned fund balance to an assigned fund balance for HAF
- ✓ **Set basic HAF policy and procedures** (discussed in the presentation) that provide oversight and how awards will be chosen and distributed
- ✓ **Create a Housing Policy and Oversight Committee** (discussed in the presentation)
- ✓ **Authorize an amount of funding available** for this year to include in the release of a NOFA

Thank You!

**Questions
and Discussion**



Ulster County Housing Action Fund (HAF) Program Guidance (May 2023)

I. Program Intent

The goal of the Ulster County Housing Action Fund (HAF) is to support equitable and sustainable community development through the construction, development, revitalization, and preservation of affordable, workforce, and supportive housing. The HAF will prioritize supporting housing projects that serve the county’s most vulnerable populations, including unhoused individuals and families, populations with special needs, and households making up to 80% of Ulster County Area Media Income (AMI). The performance and achievements of the HAF will be measured by the number and type of affordable and workforce housing projects successfully developed through support from the HAF. In awarding funding, the HAF will prioritize supporting projects in the following order:

- Emergency and supportive housing projects
- Housing projects that households in the 30% to 60% AMI range can afford
- Housing projects that households in the 60% to 80% AMI range can afford
- Housing projects that households in the 80% to 100% AMI range can afford
- Mixed-income housing projects that include at least 10% affordable units at the 80% AMI level and, ideally, a mix of income levels between 30-100% of AMI

II. Housing Action Fund Administrative Framework

The HAF will be administered by the Ulster County Planning Department in coordination with other County Departments, including but not limited to the Department of Finance, County Executive’s Office, and the County Legislature. Staff from the Ulster County Planning Department will help oversee and administer the Notice of Funding Availability (NOFA) process and facilitate the body that oversees and makes recommendations to the County Legislature on individual housing projects for final approval.

A. Housing Policy and Oversight Committee (HPOC)

Program oversight of the Ulster County HAF will be provided by a Housing Policy and Oversight Committee (HPOC). The HPOC will serve as the primary body that provides guidance on the goals and objectives of the fund and reviews annual funding applications through the NOFA process. The HPOC will consist of members appointed by the County Legislature and County Executive to evaluate and score applications for funding and provide recommendations to the County Legislature for final approval. The HPOC will also provide guidance to the County on how best to administer the fund and achieve the County’s housing goals over the long-term. Provided below are key recommendations on the expertise needed for the HPOC and appointment structure.

B. Housing Policy and Oversight Committee (HPOC) Responsibilities

The HPOC responsibilities include:

1. Providing recommendations, as needed, to the County Legislature and County Executive's Office on the goals and objectives of the HAF and other housing matters.
2. Meeting quarterly to discuss the HAF and other housing-related matters and more often, as needed, to evaluate and rate applications as part of the NOFA process in order to make recommendations to the County Executive and County Legislature on such funding applications.
3. Reporting to the County Legislature and County Executive's Office on an annual basis on the administration of the HAF, including on the commitment and distribution of funds and the application review process.

C. Housing Policy and Oversight Committee (HPOC) Membership

The HPOC membership is included as Appendix A.

III. Notice of Funding Availability (NOFA) Process

On an annual basis, Ulster County, with assistance from the Ulster County Planning Department, will release a Notice of Funding Availability (NOFA). The County Legislature, in consultation with the HPOC, will determine the maximum amount of funds to be released in each year's NOFA process, based on the total funds available or allocated for specific housing-related purposes. To ensure the longevity and consistency of the HAF, the amount of annual funds released shall not exceed 30% of the total fund amount.

A. Annual NOFA Solicitation

The NOFA will include detailed program guidelines (Attachment A) with:

- details on the application and awards process
- the criteria for eligible applicants
- the minimum eligibility requirements for projects to be funded
- maximum funding amounts by project type
- evaluation criteria to be used by the HPOC in reviewing applications
- guidelines for award modifications, when necessary

The NOFA application period will be open for approximately three months and will allow potential applicants to contact Ulster County Planning Department staff to resolve any questions about the NOFA process. Staff will only provide guidance on clarifying questions about the application process and will not provide individual help or support to potential applicants consistent with other County solicitations consistent with the adopted procurement policies of Ulster County.

B. NOFA Scoring Criteria

The Scoring Criteria for the NOFA are included as Appendix B of this document.

C. Annual NOFA Review Process

Once the NOFA application period has closed, the HPOC will work to evaluate and score all funding applications. HPOC members will evaluate and rate funding applications independently to ensure independent judgment and avoid influence from other members. The HPOC will then meet to review and discuss the applications and make final recommendations to the County Legislature for the final commitment and release of funds to awarded applicants.

Awarded grant funds will not be disbursed until the County receives official documentation that appropriate local reviews and approvals (e.g., environmental, local planning and zoning, valid building permits) and, if applicable, all necessary or required federal or state approvals/licenses for each project location have been obtained.

IV. Basic Requirement for Project Funding

To ensure the County is funding well-designed affordable housing projects, the projects applying for funding will have to meet basic requirements to be considered and receive preference for other project features. Included below are the basic requirements for any project being funded through the HAF.

A. All-Electric Building and Sustainability Requirements

As a basic requirement, the projects will need to be designed to meet the requirements included in the New York State Housing and Community Renewal Sustainability Guidelines for New Construction and Existing Buildings. This includes requirements that all projects must utilize high-performance all-electric heating/cooling and domestic hot water equipment and other in-unit or shared appliances, such as dryers and cooktops, ovens or ranges.

B. Inclusionary Zoning

Some Ulster County municipalities have inclusionary zoning laws that require projects over a certain size (e.g., 20 units or more) to build a certain percentage of units (e.g., 10-20%) as affordable (income-restricted) units at various income levels. Because these requirements are mandated by law, the HAF funds should not be used to develop those affordable units.

However, if a development would like to include additional affordable units above what is required, HAF funds could be awarded for those units.

C. County Funded Projects

The intent of the HAF is to catalyze the development of new affordable and emergency housing projects. Funds awarded through the NOFA process should not generally be awarded to projects that have previously been funded by the County through other allocations.

V. Proposed Funding by Project Type

The following list of housing project types will be included in the annual NOFA process. The HPOC and Planning Department Staff, in collaboration with the County Legislature and County Executive's Office, will determine the specific project types that will be included in the annual NOFA process.

A. Direct Housing Development Funding

The HAF will provide direct funding subsidies to affordable housing projects to provide gap financing for projects that may otherwise not be able to be built or that require significant funding subsidies outside of other available sources. Below are the various types of projects included for Direct Housing Development Funding.

1. Affordable Rental Projects

The HAF will provide funding to support the development of multi-family affordable rental projects. Provided below are criteria recommended for affordable rental projects:

- Units for Households Earning 60% AMI or Below: Within the overall project funding cap, a maximum of \$50,000 may be awarded per affordable unit for newly constructed or rehabilitated rental units. A project may apply for a maximum of \$500,000 to construct new housing units or to rehabilitate existing rental housing units in this category.
- Units for Households Earning Between 61% and 80% AMI or Below: Within the overall project funding cap, a maximum of \$30,000 may be awarded per affordable unit for newly constructed or rehabilitated rental units. A project may apply for a maximum of \$400,000 to construct new housing units or to rehabilitate existing rental housing units in this category.
- Units for Households Earning 81-100% AMI: Within the overall project funding cap, a maximum of \$20,000 may be awarded per affordable unit for newly constructed or rehabilitated rental housing units. A project may apply for a maximum of \$300,000 to construct new housing units or to rehabilitate existing rental housing units in this category.

- Applications seeking assistance for a mixed-income project are eligible for funding for the affordable housing units, provided on a per-unit basis (subject to project caps), regardless of how many market-rate units are part of the overall project.

2. Owner-Occupied Projects

The HAF will provide funding to support the development of owner-occupied projects. Provided below are the criteria for owner-occupied projects:

- Units for Households Earning 80% AMI or Below: Within the overall project funding cap, a maximum of \$50,000 may be awarded per affordable unit for newly constructed or rehabilitated owner-occupied housing. A project may apply for a maximum of \$400,000 to construct new housing units or to rehabilitate existing rental housing units in this category.
- Units for Households Earning Between 81% and 100% AMI or Below: Within the overall project funding cap, a maximum of \$30,000 may be awarded per affordable unit for newly constructed or rehabilitated owner-occupied housing. A project may apply for a maximum of \$300,000 to construct new housing units or to rehabilitate existing rental housing units in this category.

3. Non-Traditional Housing Projects

The HAF will also provide funding to support non-traditional housing projects (e.g., co-housing projects, tiny home communities, micro-unit projects) that can demonstrate cost-savings through non-traditional housing models. A project may apply for a maximum of \$300,000 for Non-traditional Housing Project Proposals. All units applying for this project type would need to be rented or sold at 80% AMI or below.

4. Emergency and Supportive Housing Projects

The HAF will also provide funding to support emergency and supportive housing proposals (e.g., supportive housing group homes, emergency housing, single room occupancy residences) Non-traditional housing proposals may consider two bedrooms to equal one unit if the unit does not provide a private bathroom and kitchen. A project may apply for a maximum of \$500,000 for emergency and supportive housing proposals.

5. Low-Income Housing Tax Credit (LIHTC) Rental Projects

The HAF will also provide funding to support projects that are seeking Low-Income Housing Tax Credits (LIHTC). Rental projects pursuing 9% LIHTC funding may apply for up to \$100,000. In rare instances, the fund could exceed this cap if project metrics dictate such a need. Projects pursuing 4% LIHTC funding are not subject to this overall project funding cap. Projects pursuing 4% LIHTC funding will be reviewed based on funding needed to meet the New York State Homes and Community Renewal (HCR) term sheet

only after the developer has participated in a technical assistance meeting with HCR staff.

6. Accessory Dwelling Units

The County, in partnership with the City of Kingston and RUPCO, is working to develop a program to fund the development of new code-compliant Accessory Dwelling Units (ADU) for qualified homeowners. The County has received \$1.75 million dollars to implement the New York State Housing and Community Renewal (HCR) to help implement the Plus One Accessory Dwelling Unit (ADU) Program.

Homeowners earning 100% or less of Ulster County Area Media Income can apply to receive up to \$125,000 dollars for the construction or rehabilitation of an ADU on their property in exchange for agreeing to rent the apartment at an affordable rate for a minimum of 10 years. The program will also provide a one-stop hub for assisting interested homeowners in the financing, designing, and permitting of an ADU.

While the \$1.75 million award will go a long way in developing affordable ADU units, the HAF will also provide funding to assist homeowners in the development of accessory dwelling units. Once the original funding from HCR is depleted, the HAF will provide funding for ADU assistance to establish the ADU program as a permanent initiative of the County and the HAF. Provided below are the criteria for funding for ADUs projects:

- Homeowners earning 100% AMI or less can apply to receive up to \$60,000 dollars for the construction or rehabilitation of an ADU on their property.
- In exchange, the homeowner will agree to rent the apartment at an affordable rate (i.e., 30% of monthly income) for a minimum of 15 years to tenants earning up to 80% of AMI.

B. Housing-Related Infrastructure Funding

The HAF will provide funding for public infrastructure that would directly support the development of affordable and workforce housing. Public infrastructure eligible for funding should include geothermal heating/cooling, on-site solar, battery back-up, roads, EV charging, parking, sewers, water, sidewalks, street lighting, street-scaping and/or some landscaping, utility installation costs, and engineering costs specifically related to the infrastructure improvements. The amount of eligible infrastructure funds should be prorated based on the percentage of affordable units in the development. Municipalities will be prioritized in receiving infrastructure funds. A project may apply for a maximum of \$300,000 for housing-related infrastructure proposals. Provided below are the criteria for funding for housing-related infrastructure projects:

- Affordable Rental Projects: All units must be affordable to households having incomes at or below 80% of AMI.

- Owner-Occupied Projects: Ownership purchase prices must be affordable to households with incomes at or below 80% AMI.

C. Housing Catalyst Fund

As part of the HAF, the County will provide small grants through a Housing Catalyst Fund. The Housing Catalyst Fund will provide support for practical and collaborative projects that lead to larger changes in the housing and construction sector aimed at reducing costs and removing barriers to preserving or building workforce and affordable housing. The fund will support community groups and other stakeholders (housing providers, service providers, non-profit organizations, builders/developers) to facilitate and plan housing solutions that will enhance the quality of life for individuals and families and build healthier communities.

To be considered, the funded projects will need to be solution-focused and action-oriented and fill a clearly identified need or gap in the housing sector (e.g., workforce development, building practices). Projects are intended to be concluded in approximately 1-2 years, with a cap of \$50,000 per grant project.

Examples of these types of projects could include:

- Establishing a HomeShare program within a municipality or group of municipalities.
- Providing workforce training for building-related professions.
- Seed funding for a housing-related non-profit focused on workforce and affordable housing.

VI. Affordability Period for Funding

A. HAF Affordability Requirements

In exchange for receiving the funding, the HAF will include requirements regarding the period for which the housing developments must remain affordable at the set income levels. Applicants for the funding should be able to ensure that housing units are affordable over the long-term, meaning the units are maintained and monitored as affordable units for a minimum of 50 years, and that the affordability requirement is tied to the property in case of a sale.

The long-term affordability of the projects funded through the HAF should be retained through a set of mechanisms. These include:

- For for-sale projects, placing the projects into a community land trust in which the ownership of the land is separated from the ownership of the housing unit, and the amount of equity that a homeowner can take from the housing unit upon sale is restricted to ensure future income-qualified homeowners can purchase the home.

- Use another mechanism, such as a deed restriction, to ensure the long-term affordability of the housing development.

As part of the NOFA application process, all applicants must demonstrate that they have the capability to (1) verify the incomes of potential tenants or homebuyers and (2) monitor the rental or sales price of the affordable unit(s) to ensure that housing expenses (rent and utilities in apartments and mortgage payments and other housing costs) do not exceed the housing cost limits of this program.

B. Ulster County Area Median Income

The HAF and the HPOC will use the most current estimates of Area Median Income (AMI) available as detailed in Appendix C.

C. Rent and Sales Price Definitions

In ensuring the rents and sales prices for for-sale units, the HAF will establish clear definitions for what is considered affordable rent. Generally, affordable rents and mortgages are defined as no more than 30% of the household's income. Rental price limits will also include monthly utility costs. Mortgage payments will include basic insurance costs as well.

APPENDIX A- Housing Policy and Oversight Committee- Membership

HPOC Membership

1. The HPOC will consist of seven members appointed by the County Legislature and the County Executive, with four appointments made by the County Legislature and three appointments made by the County Executive.
2. Each year the HPOC members will vote on a member to chair the committee who will be responsible for:
 - Working directly with County Planning Staff to prepare and facilitate HPOC meetings;
 - Serving as the spokesperson for the HPOC, as needed; and
 - Reporting to the County Legislature and County Executive's Office on an annual basis on the administration of the HAF.
3. The County Legislature may not appoint current County legislators to serve on the HPOC. The County Executive's Office may not appoint current County Executive staff to serve on the HPOC.
4. As part of the HPOC appointment process, the County Legislature and County Executive should make a good-faith effort to appoint members who represent the county's varied geographies and community characteristics and are not over-representing any one locality.
5. The HPOC membership will include one liaison from the County Legislature and one liaison representative from the County Executive's office. The liaisons will serve as non-voting members of the HPOC and help sustain transparency and a strong working relationship between the HPOC, the County Executive's Office, and the County Legislature.

Based on the complexity of residential development projects, it is recommended that one representative from the following industries and/or backgrounds serve on the HPOC.

- One housing developer, architect, or related professional with expertise in green building practices and net-zero housing development
 - One or two housing-related nonprofit representatives (e.g., housing authority, homeless services)
 - One or two representatives with experience in community development, land use or municipal zoning
 - One representative with experience in affordable housing finance or residential development finance
 - One existing or former tenant living in an affordable housing development in the County or one formerly unhoused individual in the County
6. Members will serve for 3-year terms to allow for consistency. Initial appointments to the HPOC will be staggered with roughly half of the appointments committing to serve for 2-year terms and the other half serving for 3-year terms.
 7. HPOC members will need to sign a conflict-of-interest statement stating that they would not directly benefit from awarding funding to individual projects and their associated applicants.

APPENDIX B- NOFA Scoring Criteria

As part of the NOFA process, projects will be given scoring criteria to help the HPOC judge and score projects based on a shared set of design objectives. Included below are the criteria the HPOC will use to judge and score projects and make a set of final recommendations for funding.

1. Site Selection (Weighted Score: 20%)

- a. Proximity to public transportation, amenities, and services to promote walkability and reduce reliance on private vehicles.
- b. Access to parks, green spaces, and recreational facilities to promote health and well-being.
- c. Consideration of environmental factors such as flood zones, erosion risks, and wildfire hazards to ensure safe and resilient site selection.
- d. Integration with existing neighborhood and community context to foster social cohesion and inclusivity.

2. Water Conservation (Weighted Score: 15%)

- a. Use of water-efficient fixtures, appliances, and landscaping to minimize water consumption.
- b. Implementation of rainwater harvesting, greywater reuse, and stormwater management strategies to reduce strain on local water resources.
- c. Utilization of native plants and drought-tolerant landscaping to minimize irrigation needs and promote biodiversity.
- d. Implementation of green infrastructure, such as green roofs and permeable pavements, to reduce stormwater runoff and improve water quality.

3. Materials and Resources (Weighted Score: 15%)

- a. Use of sustainable materials, such as recycled content, reclaimed materials, and certified wood, to reduce environmental impact.
- b. Consideration of life-cycle analysis and embodied carbon in material selection to minimize carbon footprint.
- c. Implementation of waste reduction and recycling strategies during construction and operation phases to minimize waste generation.
- d. Provision of spaces for on-site composting, recycling, and storage to promote sustainable waste management.

4. Long-Term Affordability and Accessibility (Weighted Score: 20%)

- a. Design considerations for accessibility, including universal design principles, to ensure housing units are accessible to people of all ages and abilities.
- b. Provision of a mix of unit sizes and types to accommodate diverse household sizes and income levels.
- c. Plans to place the project in a community land trust to ensure affordability for 99 years or longer.

5. Social Equity and Community Engagement (Weighted Score: 20%)

- a. Consideration of social equity factors, such as equitable distribution of affordable housing across communities, promoting diversity and inclusion, and addressing historic disparities.
- b. Demonstrated efforts to engage and involve the local community in the planning, design, and operation phases of the affordable housing project.
- c. Creation of community spaces, gathering areas, and facilities that promote social interaction and community building.
- d. Integration of programs, services, and partnerships that address the needs of the local community, such as job training, education, health services, or cultural amenities.

6. Innovation and Demonstration of Best Practices (Weighted Score: 10%)

- a. Incorporation of innovative and cutting-edge sustainable planning and design practices that go beyond standard industry practices.
- b. Demonstration of commitment to sustainable practices through green building certifications, such as LEED, Green Globes, or Passive House.
- c. Integration of strategies that address climate change impacts, such as sea level rise, extreme weather events, or urban heat island effect.
- d. Utilization of technology, research, and data-driven approaches to inform decision-making and optimize sustainable outcomes.

APPENDIX C- Ulster County Area Median Income

The U.S. Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the Public Housing, Section 8 project-based, Section 8 Housing Choice Voucher, Section 202 housing for the elderly, and Section 811 housing for persons with disabilities programs. The various income limits HUD uses are based off on annual estimates (typically released in the spring) of Area Median Income or “AMI.” AMI is the household income for the median ‘middle’ household in a given region. The income benchmarks are calculated and adjusted based on family/household size, with the standard AMI household size being a family of four. AMI levels are updated annually by HUD. The HPOC and the HAF should use these AMI updates from HUD to determine income eligibility for projects.

The 2022 AMI for Ulster County is \$96,000 and varies based on household size. Included below is the 2022 Ulster County AMI by household size as well as the commonly used percentages below AMI to determine levels of affordability.

2022 Ulster County Area Median Income	Household Size				
	1 Person	2 Person	3 Person	4 Person	5 Person
100% AMI	\$67,250	\$76,750	\$86,375	\$96,000	\$103,750
80% AMI	\$53,800	\$61,400	\$69,100	\$76,800	\$83,000
60% AMI	\$36,315	\$41,445	\$46,643	\$51,840	\$56,025
30% AMI	\$10,895	\$12,434	\$13,993	\$15,552	\$16,808

Source: [HUD Income Limits Documentation System](#)