

COUNTY OF SUFFOLK



OFFICE OF THE COUNTY EXECUTIVE

Steven Bellone
SUFFOLK COUNTY EXECUTIVE

Natalie Wright
Deputy County Executive and Commissioner

Department of
Economic Development and Planning

SEWER INFRASTRUCTURE PROGRAM APPLICATION FOR INCLUSIVE HOUSING
(Note: No deadline, rolling application)

Date: _____

Applicant's Name: _____
First Last

Company Title

Mailing Address: _____
Street

City State Zip Code

Contact Information: _____
Email Address Telephone Number

Site Characteristics: _____
Project Name

Suffolk County Tax Map Number Current Owner

\$ _____
Infrastructure Request

Project: _____
Total Quantity of Proposed Restricted Units Total Quantity of All Proposed Units

Type of Unit: Owner Occupied Rental

Funding from OPWDD: Yes No

Infrastructure Subsidy Application Instructions

Suffolk County's Sewer Infrastructure Pilot program is designed to provide wastewater infrastructure funding for projects to meet the regional need to develop new housing opportunities for people with intellectual and/or developmental disabilities (I/DD) who can benefit from an independent, non-certified¹ community integrated residential setting. Under this program, Suffolk County will provide wastewater funding for community-based integrated projects which permanently restrict some units within the project to individuals eligible to receive services through the New York State Office of People With Developmental Disabilities (OPWDD)².

Applications should be submitted to the Director of Planning in the Department of Economic Development and Planning. To assist in completing the application, please see the Application Checklist below.

There is no fee required to submit an application. Submission of an application does not in any way assure County funding or a commitment to any particular project. The County can make no representation that funding will be released until action by the Legislature, approval by the County Executive, and achievement of certain performance guidelines. The County may elect not to commence or continue the Sewer Infrastructure Program and no assurances can be made that funding will be available in this or future years.

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OWNER/DEVELOPER CERTIFICATION OF APPLICATION

I, _____ (print full name), the undersigned, certify that I am the owner/developer of the land identified in this application and that this application form including any attached documentation constitutes a true statement of facts to the best of my knowledge.

Owner/Developer Signature

¹ **Non certified housing** is the fastest growing area of housing for people with I/DD as it provides more flexibility, is less encumbered by regulation and costs less than certified housing. Housing can be combined with services which can be adapted to individual needs, or services can be provided separately. For the purposes of this grant it can be in an apartment complex, it can be owned by an individual or a landlord, a nonprofit or a for profit corporation or by the people who live in the home themselves. Source: https://nyhrc.org/Creating_a_Housing_Plan

² For more information on OPWDD eligibility: https://opwdd.ny.gov/sites/default/files/documents/advisory_guidelines.pdf

Application Checklist

Developer Information

- Description of Ownership Entity.*
- Organizational Chart and Certificate of Incorporation, if available.
- 501(c) (3) Determination Letter, if applicable.
- Owner/Developer Certification.*

Project Information

- Project Description (see "Guidelines for Project Descriptions").*
- Unit Distribution and Projected Rent.*
- Renderings, if available.
- Site Survey and Legal Description, if available.
- Evidence or estimation of Real Estate Taxes from Town Assessor and/or requested PILOT payment from applicable IDA, if available.
- Letter of support from the Town or Village in which the project is located, if available.

Financial Information

- Detailed Itemized Cost Development Budget.*
- Summarized Statement of Sources and Uses of Funds.*
- Operating Pro forma for at least a 15 year period.*
- Utility Allowance Schedule, including source of allowance estimates.*
- Financial Statements for the most recent 3 year period, if an existing operating real estate entity.
- Letter of Interest/Term Sheet from Subordinate Lenders and/or Grant Providers if applicable.

Third Party Reports (if available and/or applicable)

- Appraisal Report as ordered by Lender.
- Physical Needs Assessment for rehabilitation projects.
- Preliminary Construction/Rehabilitation Drawings and Specifications certified by the Architect of Record indicating the location of the Affordable Units.
- Determination Letter from State Environment Quality Review.
- Contractors Preliminary Trade Cost Breakdown with an accompanying construction schedule.

Development Team

- List of development team and key members (Attorney, Municipal Partner, Architect, Builder, Engineer, etc.). Include Contact information for each member, name, title, address, telephone and email. Indicate if any members are an affiliate of the borrower, developer, or sponsor.*

Please include any additional documentation that will support the request.

(*Required Documents)

Guidelines for Project Description

Summarize the Project using the following as a guideline of what may be included. Any additional and relevant information is encouraged.

Land Information

- Acreage of property.
- Description of current use of land, existing buildings on site, ownership and site control.
- Please include information on permits and variances that have been filed and approved, information on environmental reviews, and other pertinent information regarding site approval.

Project Location and Market Information

- Address or name of street fronting property.
- Description of Project Area
 - o Provide information regarding the transportation that is available to the proposed project, focusing on its proximity to existing public transportation, the likelihood of having routes diverted (if needed), the presence of bus stop shelters or railroad stations in proximity to the complex, etc.
 - o Provide information regarding community accessibility, focusing on the ease in which a resident can access shopping areas, work opportunities, places of worship, libraries and other public facilities, etc. Please list the community activities and how close they are to the project site.
 - o Describe how close the project site is to hospitals, emergency medical services, police stations and fire stations; include actual distances from each of these services.
- Explain internal or external services available to target residents, if applicable.
- Provide a brief overview of market conditions, as it pertains to the project.
- Provide information regarding any features that would make the project uniquely attractive in terms of building a community (e.g., located in an economic redevelopment zone, close to emerging job opportunities, part of a residential/commercial investment area, etc.).

Project Information

- Include specific information on the number of total units and the number of units for individuals with disabilities, the proximity of the site to necessary community features, and information on the support services provided for the units for individuals with disabilities.

- Clearly identify a target population (e.g., people formerly residing in certified settings, individuals aging out of residential schools, people at imminent risk in their current residential arrangement, etc.).
- Please describe in detail all proposed housing related (i.e. services not covered through the HCBS Waiver or Medicaid) services that will potentially be used by individuals residing in the restricted units, including:
 - Comment on any outreach/marketing campaign the provider may use to garner interest in the restricted units; provide additional information regarding the selection method for referring potential residents if a large number of people are interested in a housing opportunity.
 - Comment on any secondary benefits created by selecting the identified target population that should be considered by the County in assessing this project.
 - Provide information about how services will evolve as people move along the residential continuum and their needs and abilities change.
 - Discuss how the housing related services and supports are expected to be funded, which may include the use of existing resources from applicant and/or a partner organization or approved new allocations for individuals from the target population(s) such as the administrative component of the OPWDD housing subsidy.
 - Describe how your project will maintain compliance with all State and Federal policies and regulations, including Federal Home and Community-Based Services (HCBS) Settings Regulations and principles identified in the Olmstead decision³, as well as your support of individuals' choice of non-housing services and integration pursuant to Federal regulations (CFR Part 441.301(c)(1-4)). The project setting and those services delivered through the service provider(s) must adhere to the requirements under the HCBS Settings rule, including those pertaining to provider-owned and controlled residential settings, person-centered service planning, and tenancy rights with eviction protections.

The narrative must affirm compliance with these standards and show how the project will encourage full integration of the residents with I/DD into the larger community. At a minimum, the discussion must address the following: 1) the design of the supportive services to be provided to residents; 2) the layout and distribution of the set-aside units; and 3) the location of the project with respect to community resources such as public transportation, employment, and socialization opportunities.

- Comment on any differences between the restricted units and any other units in the project. Provide an explanation, if needed.
- It is expected that all residents of restricted units have an individual, enforceable lease with the same rights and responsibilities as other tenants. Please provide a copy of a sample lease if available. Please comment if there are any exceptions to this expectation.

³ For more information visit: <https://www.hhs.gov/civil-rights/for-individuals/special-topics/community-living-and-olmstead/index.html>

Project Design

- Description of building(s) - shape, type of building material, etc.
- Description of the grounds - seating areas, open space, foliage, etc.
- Description of project's Energy Efficiency goals such as green elements, energy star appliances, etc.
- Include a site map, if one is available.
- Describe how the project relates to the neighborhood, the street network, sidewalks, and access from the buildings to main public streets.
- Comment on the design of the special populations units, specifically how they meet Universal Design Standards, as well as any accessibility/adaptability features which may allow a person with a disability to live comfortably (e.g., doorframe widths, countertop heights, bathroom accessibility features, etc.).
- Please describe any procedures/protocols the applicant has in place to address tenancy issues as soon as they arise, including information on procedures that will be enforced in order to resolve tenancy issues and any safeguards that will be put into place to prevent issues from occurring.
- Provide a proposed timeline of your project, from the initial application submission to the rent-up period. Please be sure to include target dates (month and year), objectives to be completed, and any potential barriers which may delay/extend the timetable. Please comment on any additional benefits to individuals with disabilities, other than the increase in residential resources, as a result of this project
- Provide any information relating to secondary benefits in the area of community/economic development that result from this project.

Project Financing Information

- Outline and explain all of the costs associated with the development, construction and operation of this project.
- Please provide a line item development budget, including all anticipated funding sources.
- Please specify the dollar amount of Suffolk County Sewer Infrastructure capital support being requested.
- Comment on the total project cost and the cost per unit relative to whether it is realistic/reasonable compared to other projects in that region.
- Provide a detailed explanation of the costs outlined on the budget sheet.

- Provide information regarding the expected rent levels for each of the types of units being requested for special population units (e.g., 1BR, 2BR, etc.); these amounts should also be included on the cover page.
- Describe the status of other financing (i.e.: grants, loans, providers).
- Description and status of real estate tax abatement, PILOT Agreement and/or exemption.

Is the project required to pay the prevailing rate of wage?

- Will there be a request to have the subsidy forgiven?

Developer Information

- Provide a brief overview of developer's current and completed projects.
- Provide information regarding the developer's experience in developing projects with a special needs component including the project location, target population served, service provider partnership, and the total number of units given tenant preference. Please include specific project/site names, data, and time periods to support claims made in this section.
- Provide information regarding any experience the developer has in developing other projects in the region where they plan to build, including a description of the project(s).