



**COMMUNITY DEVELOPMENT CORPORATION OF LONG ISLAND, INC.
LONG ISLAND HOME IMPROVEMENT PROGRAM**

2020-2021 PROGRAM GUIDELINES

Long Island Home Improvement Program – Helping Preserve Long Island Homes For Over 15 Years

CDCLI has been selected by New York State Homes and Community Renewal to administer an Affordable Home Ownership Development (AHOD) Home Improvement Program in Nassau and Suffolk Counties.

Funds are made available through the New York State Affordable Housing Corporation.

The **Long Island Home Improvement** Program provides income eligible households the resources to make necessary repairs that will correct basic structural defects, or repair basic building systems which threaten, or if not corrected could threaten, the health and safety of the dwelling's residents.

These home improvements are designed to prolong the useful life of each home as well as increase the dwelling's health, safety, and sustainability. Funds are available based on need and on meeting the individualized needs for each household that applies. CDCLI attempts to assist as many households as funding will allow. **However, due to the high demand for this program, there is currently a waitlist of approximately 2 years.**

Typical repairs may include but are not limited to:

- Heating System Replacements
- Electrical Service Upgrades
- Roof Replacements
- Siding
- Gutters
- Energy Efficiency Measures
- Windows & Doors
- Handrails, Stoops, and Walkways
- Structural Corrections
- Health & Safety Measures

Please note that all repairs are determined after a comprehensive home evaluation has been completed by one of CDCLI's Rehabilitation Specialists.



I. GENERAL ELIGIBILITY CRITERIA

- Applicant must be a homeowner residing in Nassau or Suffolk County.
- The assisted home must be the primary residence of the homeowner.
- Taxes, insurance and mortgages must be current. The assisted home CANNOT be in foreclosure.
- Gross annual household income cannot exceed 80% of the area median income for Nassau/Suffolk County as determined by HUD (please see below chart)
- **Total household assets CANNOT exceed \$15,000.** This includes all cash, all non-cash items that can be converted into cash, and any real estate property (excluding primary residence).

II. INCOME GUIDELINES

The household income limits are as set forth below and are in effect as of January 1, 2020. The household income limits are subject to change as determined by HUD. Income includes all sources of income for all members of the household – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Total household income minus allowable exclusions cannot exceed the maximum gross annual income listed below for the household size. CDCLI will project the income that will be received for the upcoming 12-month period.

Household Size	1	2	3	4	5	6	7	8
Maximum Annual Income @80% AMI	\$70,900	\$81,050	\$91,150	\$101,300	\$109,400	\$117,500	\$125,600	\$133,700

III. PROCESS

- Interested participants must submit an application to CDCLI, together with **ALL** required documentation (please see checklist below). Applications are available on-line at www.cdcli.org or by calling (631) 471-1215 x102 or by emailing LIHIP@cdcli.org.
- CDCLI will conduct an assessment to determine eligibility and notify the applicant that they have been placed on the waitlist.
- Once funding allows, CDCLI will request updated information from the applicant and reassess eligibility.
- If eligible, CDCLI will schedule an appointment at the premises for an inspection to determine the scope of work, consistent with program requirements. The inspection will be conducted by CDCLI staff.
- CDCLI will issue a request for contractor bids on the detailed scope of work, conduct a walkthrough, and award the job to the lowest responsible bidder. **PLEASE NOTE:** CDCLI maintains a list of pre-qualified contractors who will be solicited to perform the work. To be eligible for the program, **applicants must agree to utilize a contractor selected from this pre-qualified list.**
- Property owner(s) must enter into an agreement with the selected contractor setting forth, among other items, the scope of work, the cost, the completion deadline, the right of CDCLI to inspect the premises and work, and monitor on-going compliance.
- **ALL** property owners must sign a Grant Enforcement Note & Mortgage agreeing to the terms set forth below **prior to commencement of work** (please see Section IV below). At project completion, the note and mortgage will be recorded within the County of where the property is located.
- **ALL** property owners must sign an Authorization Letter with CDCLI **prior to commencement of work** (please see Section V below)
- CDCLI will oversee and manage the work, performing interim and final evaluations as required.
- **Final payment** to the contractor **will not be made** until the property owner(s) have signed a statement confirming that all work has been performed to full satisfaction. CDCLI does, however, reserve the right to sign off on the project if the project is determined to be in accordance with all CDCLI guidelines.



IV. NOTE AND MORTGAGE – TWO, FIVE, OR TEN YEAR OCCUPANCY PERIOD

All property owners must sign a Grant Enforcement Note and Mortgage in order to secure the funding that was invested in the property. The document signatures must be notarized and the executed document must be recorded with the County Clerk's office in the County in which the assisted property is located as a lien against the property. A copy of the Note and Mortgage is attached.

The Note and Mortgage acknowledges that the unit was improved using funds from the New York State Affordable Housing Corporation and states that, during a 2, 5, or 10-year occupancy period, the owner will:

- Keep the property in reasonably good repair;
- Keep the improvements insured against loss by fire and other risks;
- Not sell, rent, or convey any interest in the property;
- Occupy the property as his/her principal place of residence for the duration of the occupancy period;

The occupancy period is determined based on the level of investment made in the applicant's home. If more than \$10,000 in grant assistance is invested in the home, the occupancy period is (10) years. If more than \$5,000 but less than \$10,000 in grant assistance is invested in the home, the occupancy period is (5) years. If less than \$5,000 is invested in the home, the occupancy period is (2) years. The level of grant assistance is calculated based on the actual construction costs, all necessary testing, CDCLI's cost of project delivery, and any applicable fees associated with recording the Note and Mortgage.

The Grant Enforcement Note and Mortgage is a subordinate lien and may be no lower than second in priority order of repayment. The encumbrance runs with the land and is binding on the property owner. Should the property owner fail to fulfill the obligations laid out in the Note and Mortgage within the stated occupancy period, the funds will be subject to recapture and must be repaid as outlined in the table detailed on page 2 of the Rider. Once the occupancy period is over, the note and mortgage will no longer be in effect, and New York State will issue the property owner a mortgage satisfaction. **It is also important to note that the AHC note and mortgage, like any other mortgage, could have an impact on recording other mortgages against the property in the future. CDCLI cannot make any representation of what effects the AHC mortgage could have in this regard and/or offer any advice on how a property owner should handle future decisions. Each property owner should consider the implications as it relates to their particular situation carefully before deciding to move forward with the program.**

V. AUTHORIZATION

All property owners will be required to execute an Authorization letter with CDCLI setting forth mutual understandings and agreements with respect to the program. A copy of the Authorization is attached.

VI. REQUIRED DOCUMENTATION: A fully completed and signed Application must be submitted, together with ALL of the following documentation:

- **Photo ID:** Copy of photo identification for all property owners (i.e. driver's license, social security card, passport, etc.)
- **Property Deed:** Copy of Property Deed with Schedule A. If a deceased person is listed on the deed, we will also need a copy of the Death Certificate. If you are having difficulty locating your deed, please inform us and we will attempt to assist by conducting a public records search.
- **Property Tax Bill:** Copy of current tax bill indicating taxes have been paid.
- **Homeowner's Insurance:** Copy of current homeowner's insurance declaration page showing that the house is currently insured.
- **Mortgage Statement:** Copy of most recent mortgage statement showing that mortgage is current.



- **Last (2) Years of Federal Income Tax Returns for All Household Members** - Copy of (2) most recent income tax returns for everyone living in the home who files income taxes. Include all W-2s, 1099s, Schedules, and corresponding forms. If anyone in the household does not file taxes, a verification of non-filing must be obtained from the IRS. **See attached instructions if this pertains to anyone in your household.**
- **Income for All Household Members** – See below for applicable documents.
 - **Social Security/SSI/SSD/TANF/Unemployment/Workers’ Comp/VA Benefits** – Copy of most recent Award Letter or most recent check
 - **Pension/Retirement** – Copy of current letter or printout from company
 - **Wages** – Copies of three (3) consecutive pay stubs from everyone who is working and living in the home 18 years old and older; **full-time students need to supply proof of student status.**
 - **Self-Employment** – Last 2 years filed income tax returns with Schedule C
 - **Alimony/Child Support** – Court papers or support collection printout
 - **Interest/Dividends/Insurance Proceeds/Estates/Trusts** – If any of the following is a regular source of income, please provide a current statement from your bank, brokerage firm, or insurance company.
 - **Gifts/Assistance From Family, Friends, Etc.** – If you receive regular assistance from any third party, please provide a notarized letter from them stating what they provide to you and how often.
- **Assets for All Household Members** – See below for applicable documents.
 - **Bank Statements** - Copy of (3) most recent consecutive bank statements from Checking and/or Savings accounts
 - **Stocks and Bonds, Estates and Trusts, Annuities, etc.** - Copy of (3) most recent statements
 - **Rental Property** – Copy of lease stating the amount of rent being collected
 - **Other Assets** – provide back-up documentation for any item listed under the Assets Section of the Application

VII. COMMITMENT TO FAIR HOUSING & NONDISCRIMINATION

CDCLI is fully committed to enforcing the spirit and the letter of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, the New York Human Rights Act, and the Suffolk County Human Rights Act. CDCLI will not discriminate in the sale, lease, advertisement or financing of housing against any individual or family because of race, color, national origin, religion, gender, disability, gender identity, marital status, sexual orientation, veteran/military status, source of income, familial status or presence of children in a household, or on the basis of any other protected class.

For additional information, please go to our website at www.cdcli.org or email us at lihip@cdcli.org.

Thank you!

