

Dutchess County Housing Trust Fund
Housing Creation and Preservation (HCP) Program Round 3
POLICIES AND PROCEDURES

The purpose of the Dutchess County Housing Trust Fund’s Housing Creation and Preservation (HCP) Program is to support the creation of affordable housing throughout Dutchess County. This program is funded by the County of Dutchess. The application is available in Dutchess County’s [online grant portal](#). The overarching goals of the Housing Trust Fund are to:

- Provide financial support for the creation of affordable housing distributed throughout Dutchess County;
- Make affordable housing activities throughout the county more competitive for securing other funding sources;
- Support housing that is a priority for the county but for which other funding is unavailable or very limited;
- Prioritize projects that result in the creation of housing at higher levels of affordability.

These policies and procedures are divided into the following sections: Eligible Activities and Program Priorities, General Regulations, Local Requirements/Guidelines, and Rental Housing Regulations.

Eligible Activities & Program Priorities

Multiple activities are eligible under the Housing Creation and Preservation (HCP) Program. Projects should support the goals and priorities outlined in the [2022 Dutchess County Housing Needs Assessment](#) and the [Analysis of Impediments \(AI\) to Fair Housing Choice](#).

The affordable units created through the Dutchess County Housing Trust Fund can either target all households with incomes up to 60% AMI (Dutchess County), or a portion (no more than 20% of the units) can target households with incomes up to 80% AMI (Dutchess County).

ELIGIBLE ACTIVITIES

- **Housing Creation:** The creation of new affordable rental housing via new construction, rehabilitation of existing housing stock, and adaptive reuse of non-residential structures. Funded projects may be fully affordable or mixed-income. Single-room occupancy (SRO) rental housing is eligible under this category.
- **Housing Preservation:** Acquisition and/or rehabilitation of occupied, naturally occurring affordable rental housing with income-eligible tenants to secure long-term affordability with applicable compliance periods.

PROGRAM PRIORITIES

The HCP Program seeks to be a flexible funding source and as such, will entertain a wide variety of projects that result in affordable rental housing. The Program prioritizes housing that meets some or all of the following characteristics (listed in no particular order):

- Some or all units created are at a higher level of affordability than the program minimum
- Intergenerational or housing that is not age-restricted
- Housing in communities or neighborhoods with limited affordable opportunities
- Smaller-scale projects with 10 or fewer units
- Projects that can leverage other sources of funding. However, where other funding sources don’t exist or are very limited, but the project meets the broader goals of the governing Dutchess County Housing Trust Fund as listed above, the HCP Program will take that into consideration during project prioritization.
- Housing that:
 - Is located in established or emerging town/village centers
 - Is located along transit routes, and near employment and services
 - Incorporates universal design that makes accessibility available to all (i.e. adheres to Americans with Disabilities Act building standards)
 - Incorporates green design

General Regulations

Included below are general regulations regarding the Housing Creation and Preservation (HCP) Program. Where specific situations arise to which no guidance is included in this document, the County will look to other similar programs for guidance as appropriate.

ELIGIBLE APPLICANTS

Both private for-profit and non-profit developers are eligible applicants. Eligible applicants must be:

- Current on all municipal taxes and fees and have a record of timely payment on these items including but not limited to property taxes, water and sewer charges, and other types of loan accounts
- Current on mortgages/commercial loans for all property owned by the applicant
- In compliance with all rules and regulations on other developments funded by other government programs

ELIGIBLE COSTS

Costs associated with the following specific program-related items are eligible for funding under the HCP program:

- New Construction
- Rehabilitation
- Adaptive Reuse – Conversion of any existing structure from an alternative use to affordable housing
- Relocation Costs – Any occupied property must include tenant relocation costs as applicable (see page 5)
- Acquisition of property and/or vacant land – The Program will only consider these costs for non-profit housing agencies. HCP funds can only be used for acquisition when HCP or other funds have been committed for the full development cost.
- Site Improvements – Must be in keeping with improvements to comparable standard developments in the area
- Demolition – The Program will only consider demolition costs for non-profit agencies. HCP funds can only be used for demolition when HCP or other funds have been committed for full reconstruction cost.
- Development "Soft" Costs – The Program will only consider these costs up to 20% of the total development cost for non-profit agencies. These must be reasonable and necessary, paid for by the applicant, and rendered by a third party. These funds may only be reimbursed once all approvals and funding for the project are secured, and the project is in the construction phase. The following is a list of acceptable soft costs:
 - Finance-related costs such as: origination fees, credit reports, title reports and updates, recording fees, legal fees, appraisal, loan processing fees, and other customary fees approved by the Program. The applicant's legal fees should be reasonable and necessary.
 - Construction-related costs such as: architectural and engineering fees, preparation of work write-up/cost estimate, and builder/developer fee. The Program requires that applicants sign fixed-fee contracts with architects/engineers. Design costs (including but not limited to as-builts, final plans and specifications, cost estimates, building permits, planning, and zoning approval) will be limited to 7% of the development's proposed construction cost. Development coordination costs (including but not limited to bidding coordination and review, progress inspections, progress payments, change orders, design changes, and final sign-off) will be limited to 3% of the development's proposed construction cost. These percentages are maximums, not guaranteed percentages. All costs over the percentages outlined above and/or what the Program considers reasonable will be kept off-budget and paid by the applicant.
 - Development audit costs
 - Affirmative marketing and fair housing

HCP INVESTMENT PER UNIT

The *minimum* HCP subsidy per project is \$100,000. The *maximum* HCP subsidy per unit is \$175,000.

FORMS OF FINANCIAL ASSISTANCE

The HCP Program will consider providing funds in the following forms:

- Interest-only loan
- Deferred forgivable loan
- Other forms approved by Dutchess County

Applicants may propose any of the forms listed above. Developments that can be completed solely with private financing, using HCP rents and conventional underwriting, are not eligible.

ELIGIBLE PROPERTY LOCATIONS

Rental housing located in any Dutchess County municipality is eligible, but priority will be given to:

- Housing that helps a municipality meet their portion of the minimum recommended countywide Fair Share Distribution outlined in the [2022 Dutchess County Housing Needs Assessment](#)
- Housing in communities or neighborhoods with limited affordable opportunities
- Housing that:
 - Is located in established or emerging town/village centers
 - Is located along transit routes, and near employment and services
 - Promotes greater choice of housing opportunities
 - Is accessible to social, recreational, educational, commercial, and health facilities and services
 - Is accessible to municipal facilities and services
- Special consideration will be given to projects located outside of the urbanized areas of the county
- Priority will be given to projects not previously funded by Dutchess County

SITE CONTROL

Applicants must have and submit documentation of site control for a least 6 months extending from the date of the application. Applications without site control will be denied. Costs associated with securing site control are the responsibility of the developer, although they may be included in the final development budget if the project is funded by the HCP Program. Site control may be documented via the following ways:

- Deed evidencing ownership by the applicant;
- Contract of sale that describes the terms/conditions for the conveyance at a set-price during a specific period;
- Option to purchase with a term that continues at least 6 months beyond application submission;
- Other evidence of site control submitted to and approved by the County before the application submission.

PROPERTY STANDARDS

The New York State Uniform Fire Prevention and Building Code and federal Housing Quality Standards must be met at the completion of the development. Developments must also meet all local building codes and ordinances. The HCP Program has also adopted the construction standards found in Appendix B.

All new buildings and gut rehabilitations shall be designed to meet the National ENERGY STAR efficiency performance specifications. All developments must comply with the National Home Energy Rating System guidelines and use ENERGY STAR mechanical systems and appliances. Other ENERGY STAR and “green” components are encouraged.

These standards must be maintained for the duration of the regulatory period. Periodic inspections will be conducted by the County to ensure compliance.

AFFIRMATIVELY FURTHERING FAIR HOUSING & AFFIRMATIVE MARKETING

HCP funds must be used to “Affirmatively Further Fair Housing”. In general terms, this means funds should be used to:

- Eliminate all forms of illegal housing discrimination in Dutchess County, including source of income discrimination
- Promote fair housing choice for all persons in Dutchess County
- Provide opportunities in all areas of Dutchess County for inclusive patterns of housing occupancy regardless of race, creed/religion, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, familial status, and any other protected class as per federal, state, and/or local laws
- Promote and provide housing that is accessible to persons with disabilities
- Foster compliance with nondiscrimination provisions of the Fair Housing Act in all areas of Dutchess County

The extent to which a development promotes fair housing choice, including school district choice, within Dutchess County will be a factor in the Program’s selection process.

Developments with five or more HCP units must create and implement an affirmative marketing plan. At a minimum, the marketing plan will require an application window, lottery, waiting list, and the listing of units on the NYHousingSearch.gov website. The property owner must submit their Affirmative Marketing Plan to the County for review and approval before marketing any units.

The property owner will be required to adopt and follow a written tenant selection policy to ensure units are appropriately distributed in accordance with the following specific requirements, including but not limited to:

- Housing is limited to income-eligible households
- Outline any preferences in the county agreement
- Don’t exclude households that include one or more person(s) of a protected class as outlined in federal, state and local law, including those with housing vouchers or tenant-based rental assistance
- Select tenants from a written waiting list in chronological order
- Provide written notification to any rejected applicant of the grounds for rejection
- Provide desired credit and income standards (subject to County approval)

EQUAL OPPORTUNITY AND FAIR HOUSING

All applicants receiving HCP funding must comply with all state and federal laws and regulations regarding fair housing and equal opportunity. No person in New York state shall on the grounds of race, creed/religion, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status be excluded, denied benefits, or subjected to discrimination under any program funded in whole or in part by HCP funds.

LEAD-BASED PAINT

All developments funded must comply with the EPA’s Lead Renovation, Repair and Painting (RRP) Program. The EPA requires that firms performing renovation, repair and painting projects that disturb lead-based paint in homes built before 1978 be certified by EPA (or an EPA-authorized state), use certified renovators who are trained by EPA-approved training providers, and follow lead-safe work practices. **The cost to remove lead-based paint must be included in the construction budget.** All occupants of a building proposed for the reduction or removal of lead-based paint must be notified of the development and given a brochure on the hazards of lead-based paint. Refer to the EPA’s [RRP Program](#) for more information.

ACCESSIBILITY

HCP developments must comply with all applicable sections of the New York State Building Code, which requires that buildings and facilities be designed and constructed to be accessible to persons with disabilities. For new construction projects, refer to [Chapter 11](#) of the **2020 Building Code of New York State** for additional information. For preservation and rehabilitation of existing buildings, refer to [Section 305](#) of the **2020 Existing Building Code of New York State** for additional information.

FLOOD INSURANCE

HCP funds may not be invested in housing located in an area identified by the Federal Emergency Management Agency as having special flood hazards unless flood insurance is obtained, and the community participates in the National Flood Insurance Program. A basic assessment can be completed through [FEMA's Flood Map Service Center](#) but official determinations must be made by the local municipality.

RELOCATION

Projects receiving HCP Program funding should make every effort to avoid displacing current tenants. If a rehabilitation, demolition, or acquisition project must involve displacement, the project must follow the federal Uniform Relocation Act (URA). **Relocation expenses must be included in your development budget. If your development is occupied at the time of application, review the [URA regulation](#) and contact the HCP Program before application submission.**

Local Program Requirements / Guidelines

APPLICATION REVIEW AND APPROVAL

- The application process is competitive.
- All applications will be reviewed for completion. If an application lacks required items or contains a technical error, such as an incorrect signature, the applicant will be notified by email that it must correct the error. If the applicant fails to submit the missing material by the deadline the application will be determined ineligible. Applications with significant omissions, including a major omission or numerous small omissions, will be denied.
- Each application is reviewed to verify it meets the Program's eligibility requirements. A site visit is conducted, and a staff evaluation of the application is completed.
- Once eligibility is determined, applications are reviewed jointly by staff and the Dutchess County Housing Trust Fund's Project Review Committee (PRC), with a particular focus on project underwriting and overall compliance with program parameters.
- Funding recommendations are sent by the PRC to the Dutchess County Executive, the final authority for the allocation of funds.

LOCALLY REQUIRED AFFORDABILITY

The HCP Program will not provide funding for affordable units that are required by the local jurisdiction's zoning laws/regulations.

HISTORIC BUILDINGS & NATURAL AREAS

The HCP Program will not fund projects that involve the destruction of important historic buildings or natural areas. The County reserves the right to make the determination of whether or not a proposed project involves such resources. The County may, at its discretion, require submission and comment from the NYS Office of Parks, Recreation and Historic Preservation (SHPO).

INSURANCE

Applicants must meet the [County's general insurance requirements](#) (pages 9-11) and provide hazard insurance on *Builder's Risk Completed Value* policy form.

EMPLOYMENT ELIGIBILITY VERIFICATION

Applicants, and any contractors and prime sub-contractors, must warrant to the Program they comply with all Federal Immigration laws and regulations that relate to their employees. They will be required to certify they have U.S. Department of Homeland Security, Form I-9 – Employment Eligibility Verification (OMB No. 1615-0047) forms on file for each employee working on the HCP-funded development.

COST OVERRUNS

Applicants must make every effort to be as comprehensive and realistic as possible when developing the construction and development budgets. Construction and development budgets must include items such as removal of lead-based paint and/or asbestos, and relocation expenses, as applicable. Cost overruns are the responsibility of the applicant. The Program does not keep a reserve account for cost overruns. Any requests for additional funds must be submitted as part of the Program’s subsequent application cycle.

COST REASONABLENESS

The Program will review all development and construction budgets for cost reasonableness.

OTHER FUNDING

Developments awarded HCP funds may also receive additional funding from other sources, including private financing / bank loans. Developments where other funding is *committed* will receive a higher priority. Applicants should submit any written preliminary, conditional, or final funding commitment letters available at the time of application.

The applicant must close on any loans, grants, or other funding before the disbursement of HCP funds. As noted in the section below, all equity must be invested into the development before the release of any HCP funds. The Program will negotiate a disbursement agreement for the balance of the funding with other lenders or funders.

The Program reserves the right to request an escrow account, letter of credit, or other liquid security acceptable to the Program to ensure that all funds on the final development budget are secure. This security is particularly important when the applicant is not using conventional financing from a conventional lender. Letters of credit must be irrevocable and in a form acceptable to the Program. Other forms of security will be subject to Program approval.

RELEASE OF HCP FUNDS

This program works on a reimbursement basis. All work must be completed and inspected by the County prior to payment. There are no advances. All applicant equity must be invested in the development before the release of HCP funds. Five (5) percent of the HCP funds will be held until the issuance of Certificate(s) of Occupancy by the local municipality and submission of all required HCP compliance documents. For interest-only loans, interest will be calculated beginning on the date of sign-off on the HCP Certificate of Completion and will become due on an annual basis on a date set by the County.

AMENDMENTS

- It is generally not permissible to make material changes to the scope of an approved project. Applicants may amend the target population for a development as long as it is a priority within the list of Program Priorities. Any proposed changes to the scope of an approved project must be approved by the County. Amendments to the scope of an approved project will be considered under extenuating circumstances that are beyond the control of the developer. Such requests will be reviewed by the Commissioner of Planning who will make a recommendation to the County Executive.
- It is possible to amend budget items within an approved project. Developers considering amending budget item(s) are required to contact the Department of Planning and Development to discuss the change and the procedure for submitting the budget amendment. Budget amendments will be reviewed and approved by the Commissioner of the Department of Planning and Development, or designee.

EXTENSIONS

- Extension requests will be reviewed and approved by the Commissioner of Planning and Development.
- A developer will receive an email three (3) months before the contractual project completion date. Should a developer wish to request an extension, this extension request must be submitted in writing.

- Planning Department staff will review the extension request and make the final recommendation to the Commissioner as to whether the extension is to be granted. Staff will notify the developer in writing of the final decision.
- An annual summary of extension requests will be presented to the Project Review Committee for their review.

CONFLICT OF INTEREST

In the procurement of property and services, Dutchess County Local Law No. 2 of 2019 rules regarding conflict of interest apply. If a person is an employee, agent, consultant, officer, elected official, or appointed official of the County or has HCP-related responsibility or access to inside information, that person may not obtain a financial benefit or interest from any HCP activity for themselves or those with whom they have family or business during their tenure or for one year thereafter.

Rental Housing Regulations

ELIGIBLE PROPERTY TYPES

Properties with existing obligations to any federal, state, or local housing programs are ineligible. The following are eligible property types:

- One or more buildings on a single site that are under common ownership, management, and financing.
- Buildings scattered on more than one site as long as the sites are under common ownership, management and financing, and received HCP assistance as part of a single undertaking.

MARKET ANALYSIS

A formal market analysis is not required, but Department staff and the Project Review Committee will consider the likely market demand, based on their local knowledge, during the application review. The County reserves the right to request a formal market study if there are any concerns about the need in a particular market area.

UNDERWRITING

The HCP Program will complete detailed underwriting to ensure the short and long-term viability of the development. This will include a financial/risk analysis for both the development and the development team. The following chart summarizes the aspects of the development the County will consider:

Phase	Feasibility		
	Financial	Experience	Capacity
Development/Construction	✓	✓	✓
Ongoing Operations	✓	✓	✓

The development budget and rental housing proforma will be compared to similar developments and industry standards. The HCP Program requires that private financing be maximized. All rental developments will be underwritten assuming a 30-year mortgage using current interest rates and debt coverage ratios as determined by the Program.

The Program will look at the following risk areas:

- Development team – experience, capacity, and fiscal soundness
- Financial – revenue, operating, capital, cash flow, inadequate sources
- Market / Assessment of demand
- HCP compliance
- Design
- Environmental
- Construction
- Lease-up

SINGLE-ROOM OCCUPANCY (SRO)

Single-Room Occupancy (SRO) housing means housing consisting of single-room dwelling units that is the primary residence of its occupant or occupants. SRO units may contain either food preparation or sanitary facilities (if they contain both they are considered zero-bedroom units, not SROs). If the units do not contain sanitary and/or food preparation facilities, the building must provide them in a shared space. Food preparation within an SRO shall include, at a minimum, a sink/faucet, microwave, and a 9 cubic foot (or larger) refrigerator/freezer.

MIXED-INCOME/MIXED-USE DEVELOPMENTS – COST ALLOCATIONS

Mixed-income and mixed-use (i.e. residential and commercial) developments are eligible for HCP funds. For projects which include both HCP-supported and non-HCP supported units, the County will perform a cost allocation and identify the number and characteristics of the units to be designated as HCP. A preliminary determination will be made when the application is approved. The preliminary determination will be reviewed, updated (as applicable), and approved before the final commitment.

In developments with HCP-supported and non-HCP supported units, the HCP-supported units may be set (called “fixed units”) or may change over time (called “floating units”) as long as the total number of affordable units remains the same and the substituted units are comparable in size, features, and the number of bedrooms. The applicant must select fixed or floating units at the time of application.

TAX CREDITS

Tax credits and HCP funds may be used together. When Tax Credit and HCP rules conflict, Tax Credit rules are to be followed. Any development receiving Tax Credit and HCP funds requires a layering review to ensure that the development is not receiving an excess amount of subsidy.

HCP RENTS

The rent limits noted below include utilities. If an applicant chooses not to include utilities, the rents must be reduced by the applicable allowances listed in Appendix A. The SRO rents are based on HUD’s 2025 income amount for one person at 30% AMI in Dutchess County. SRO rents must include utilities.

2025 HCP Rents		
Single-Room Occupancy		Maximum SRO Rent
SRO without food prep or sanitary		\$485
SRO with food prep OR sanitary		\$549
Unit Size	Maximum 60% AMI Rent	Maximum 80% AMI Rent
0-Bedrooms	\$1,291	\$1,722
1-Bedroom	\$1,384	\$1,845
2-Bedrooms	\$1,660	\$2,213
3-Bedrooms	\$1,919	\$2,558

RENT ADJUSTMENTS

HCP rents may be adjusted by the Program. Rent increases are permitted within rent maximums, but tenants must be given a minimum 30 days’ written notice before increases are implemented. Any increases are also subject to other provisions of the lease agreement. Please note that HCP rents could decrease but are not required to fall below the rent limits in effect at the time of development commitment. Owners must follow all applicable state and federal laws pertaining to landlord-tenant relations.

INCOME LIMITS

In addition to rent limits, there are household income limits. A majority of HCP units must be occupied by households whose annual incomes do not exceed 60% of the Dutchess County median income, representing no less than 80% of the funding provided by the HCP Program. The remaining 20% of the funding request may support units occupied by households whose annual incomes do not exceed 80% of the Dutchess County median income.

The following are the income maximums for the income groups listed above. Income limits for 1- and 2-person households earning 30% AMI are included for reference as they relate to single-room occupancy (SRO) units.

2025 Income Limits by Household Size			
Household Size	30% Income (SRO)	60% Income	80% Income
1	\$25,830	\$51,660	\$68,880
2	\$29,520	\$59,040	\$78,720
3		\$66,420	\$88,560
4		\$73,800	\$98,400
5		\$79,470	\$106,320
6		\$85,620	\$114,160

DETERMINING INCOME ELIGIBILITY OF HCP TENANTS

Generally, the HCP Program will follow HUD guidance on tenant income eligibility for the HOME Program, though Dutchess County reserves the right to make modifications under certain circumstances. Annual income is the gross amount of income anticipated to be received by all persons 18 years of age or older during the 12 months following the effective date of determination. A copy of the [Technical Guide for Determining Income and Allowances for the HOME Program](#) is available online.

Each prospective tenant who wishes to rent an HCP-supported unit, after viewing the unit, must complete a Program Tenant Eligibility Form and sign a Prospective Tenant Letter that describes their obligations and rights under the HCP Program, in addition to other documentation required by the applicant. Tenants must provide current income documentation for at least two months, and a full copy of their most recent federal income tax return. Tenants who will not provide this information may not rent an HCP-supported unit. The Tenant Eligibility Form, the Prospective Tenant Letter, and the income documentation must be retained by the applicant for future monitoring purposes. The County will send these requirements and updated forms to landlords annually upon the release of updated rent and income limits.

Upon occupancy, the applicant must also complete an HCP Tenant Characteristics Form which describes the characteristics for each household occupying an HCP-supported unit. The form is available from the Dutchess County Department of Planning and Development.

ANNUAL INCOME RECERTIFICATION

Applicants must examine each tenant’s income every year during the affordability period to determine if the household is income-eligible to occupy an HCP-supported unit. Owners must verify the income with source documents used during the initial income qualification and every sixth year during the affordability period. In alternate years owner may recertify incomes via one of the following methods:

1. Source income documents
2. A written statement from the tenant which states their household’s annual income and household size and provides a certification that the information is complete and accurate and that the tenant will provide source documents upon request.
3. Written statement by a government entity that examines benefits. The statement must: indicate the household’s size; provide the current income limit for the program; and state that the tenant’s household income does not exceed the limit.

Typically, incomes will be recertified on the anniversary of the tenant’s initial income evaluation and lease signing. If the tenant’s household income remains at or below the program's maximum income their rent will remain at the maximum program rent. If a tenant's income exceeds the initial affordability level but remains below 80% AMI as adjusted annually, the tenant may remain in the unit and pay an adjusted rent commensurate with 30% of their income, including utilities. If the household income exceeds 80% AMI, the unit the tenant occupies is considered temporarily out of compliance with HCP’s occupancy and unit mix requirements. Temporary noncompliance due to an increase in an existing tenant’s income is permissible as long as the owner takes specific steps to restore the correct occupancy and unit mix in the property as soon as possible. Contact Dutchess County for specific steps to restoring correct occupancy and unit mix.

MINIMUM COMPLIANCE PERIOD

The rents and income limits for HCP-supported units are restricted for a minimum of thirty (30) years. During this compliance period, the development must maintain the rent and income levels noted. These rents and income limits are secured by a mortgage filed by the Program.

Applicants may not repay the HCP funds during the affordability period to remove the affordability restrictions. You may sell the property during the affordability period with the understanding that the outstanding affordability restrictions will be transferred to the new owner. In the event of a property transfer, the rights and obligations of the Program Agreement will be subject to an Assignment and Assumption agreement, transferring said rights and obligations of the original Program Agreement to the new owner.

DOCUMENTATION OF ONGOING INCOME/RENT COMPLIANCE

Applicants will be required to submit annual documentation of compliance with income and rent regulations. This documentation must include the HCP’s Rental Compliance Report. After review of the submitted reports, the HCP Program may select developments at random for on-site monitoring or submission of the income documentation and leases. Current income and rent limits will be posted on the [County’s website](#). Income and rent limits are based on HUD’s published income data, which is generally adjusted annually around June 1. The County will post them as soon as they are available. Current utility allowances will also be posted. Failure to comply with the income and rent limits will be grounds for foreclosure.

PARTICIPATION IN RENTAL HOUSING SURVEY

Dutchess County completes an annual [rental housing survey](#). As a condition of funding, the HCP Program requires that all HCP-supported developments participate in the survey and return surveys promptly.

APPENDIX A – UTILITY ALLOWANCES

Utility allowances are available for other housing types upon request, except for single-room occupancy units as utilities are required to be included in SRO rents.

Also, applicants may document lower allowance by providing documentation from your utility provider. This is most applicable when applicants install high-efficiency mechanical systems

Effective: 1/1/2026

	0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm
Heating				
Natural Gas	\$133	\$152	\$161	\$171
Bottle Gas	\$171	\$201	\$216	\$231
Oil	\$144	\$170	\$182	\$195
Electric	\$94	\$107	\$132	\$158
Electric – Heat Pump	\$56	\$66	\$78	\$88
Hot Water Heating				
Natural Gas	\$21	\$24	\$35	\$46
Bottle Gas	\$33	\$39	\$56	\$74
Oil	\$28	\$33	\$48	\$62
Electric	\$38	\$44	\$57	\$69
Cooking				
Natural Gas	\$3	\$5	\$8	\$12
Bottle Gas	\$11	\$13	\$18	\$24
Electric	\$12	\$14	\$20	\$26
Other Electric, Lighting, Refrigeration...				
Other Electric, Lighting, Refrigeration	\$61	\$72	\$100	\$129

APPENDIX B – CONSTRUCTION STANDARDS

The following is intended as a guide to the HCP Program's construction standards for substantial renovations. It is not necessarily a complete or definitive list. It is intended to highlight items that sometimes come up for discussion.

1. Central heating or new individual units are required for rental properties, preferably with separate hot water heater.
2. All mechanical systems are expected to be verified adequate, redesigned or replaced, including underground piping up to property line if necessary. Water and electric street services operation and condition to be verified or replaced if necessary.
3. Mechanical systems, appliances, doors, and windows must be Energy-Star.
4. Hardwired smoke and carbon monoxide detectors, with battery backup, located as per NYS Building Code for new construction and substantial rehabilitation. Detectors to be tied together to activate all detectors upon activation of any one unit.
5. Kitchen cabinets and bathroom vanities, where provided, should be made from wood. (No flakeboards, pressboard, etc.)
6. In addition to the requirement of tile around bathtub, the Program requires tile at least on wet wall (area behind sink and toilet) and along the side of the toilet bowl. Preferably, we like to see complete 4-foot wainscot.
7. Window installations must be brick to brick and must include wood sills (or better).
8. Stained and sealed hardwood floors (#2 oak strip, at a minimum) or laminate flooring are required throughout apartments except kitchens and bath. Carpeting may be acceptable in certain areas.
9. Vinyl composite tile or laminate flooring is required in kitchen and bath (at a minimum).
10. Vinyl composite tile or laminate (at a minimum) in upper public hallways, quarry tile or laminate (at a minimum) on the ground floor or existing tile preserved, throughout.
11. Roof: All existing roofing material must be stripped, removed, and replaced and substrate if necessary.
12. Security gates at windows facing fire escapes.
13. Overhead, switch-operated, light fixtures in bedrooms, hallways, kitchen, and dining areas.
14. All windows, except fire egress, to have full, sash-height child guards.
15. R-38 roof/ceiling assembly with R-25 exterior walls (minimum requirements).
16. Clean/wash all facades that have street exposure.