



Homes and Community Renewal

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

Climate Friendly Homes Fund Waiver Request Form

All waivers that are requested from the Climate Friendly Homes Fund (CFHF) Term Sheet set forth by the Agency shall be submitted to the HCR Climate Friendly Homes Fund staff for review. Requests to waive a requirement will be reviewed on a case-by-case basis by the Vice President of Sustainability and staff. Other offices of the Agency and the Vice President of Multifamily Finance will be consulted when necessary. This form shall be completed in its entirety and submitted in PDF format to the CFHF staff. Please include all supporting documentation relevant to the Waiver Request.

Please note that all CFHC staff will respond within 30 days of receipt of the waiver request.

Date:

Project Name:
Address:
County:

Provide a brief description of the proposed project:
--

Waiver requested from criteria related to:

Building size Geography Scope Other: _____

List of attached supporting documentation (i.e., IPNA, scope.):

Waiver Requested By:

Title:

Firm / Company Name:

Address:

Phone Number:

Email:

Signature of Program Administrator senior staff person: _____

HCR USE ONLY:

Waiver Request Received Date:

Waiver Request Review Date:

Reviewed By / Title:

Waiver Request is: Approved / Denied / Not Required

Comments:

Signature: _____

Name: _____

VP of Sustainability Signature: _____

New York State Homes & Community Renewal

38-40 State Street, Albany, NY 12207

641 Lexington Avenue, New York, NY 10022

Waiver Conditions for the Climate Friendly Homes Fund (CFHC)

Size of individual buildings:

- For larger developments with stand-alone buildings under 5 units that fall under the same mortgage obligation or regulatory agreement
- For buildings over 50 units

Location:

- Located adjacent to a NYSERDA disadvantaged community (DAC), or HUD low moderate-income (LMI) qualified census tract (QCT)

Supporting documents:

- Anonymized income information from tenant rental applications
- Demographics of the surrounding community

Ownership Type:

- CFHF assistance is currently available for rental buildings sized 5-50 residential units. If the applicant applies for a different ownership type (condos, co-ops, etc.), a waiver must be submitted including the following:
 - Anonymized income information from shareholders/owners
 - Audited building financial statements
 - Regulatory agreement (if applicable)
 - Narrative information supporting the application for CFHF assistance
 - Building condition
 - Compliance and penalties (if applicable)

Financial Condition:

- Building MUST meet the minimum debt-service coverage ratio (DSCR) (great of 1.20 or ender required DSCR) or I&E ratio (1.10). If the financial condition does not meet these minimum requirements due to rental collections issues or other temporary issues, a waiver for temporary financial hardship may be submitted.
- Waiver for collections/temporary hardship:

Supporting documents:

- Updated building and operating reserve balance
- Updated rent roll
- Tenant delinquency list, including repayment information
- Plan to get back on track
- Updated audited financials for the property, including larger reserves
- T-12 (12-month income and expense statement)

Building condition:

Catalyst loan may be paired to address envelope/efficiency items

• Age of building systems:

- Heating and/or domestic hot water (DHW) heating systems were replaced within the last 8 years.
- Give reason for wanting to change these systems so soon
- Specific information about the system's efficiency
- Envelope has not been addressed within the last 20 years.
- Additional information on the condition and previous renovation of the envelope is needed
- If built before 1980, details about asbestos and lead remediation is needed
- Roof has not been addressed within the last 25 years.
- Additional information on the condition and previous renovation of the roof is needed (roof space, can it withhold the weight of these new systems, etc.)