



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

ERIC T. SCHNEIDERMAN  
ATTORNEY GENERAL

EXECUTIVE OFFICE

## Notice of Upcoming Request for Applications

The foreclosure crisis has had devastating impacts on countless families and on neighborhoods and communities across New York State. For these reasons, the New York State Attorney General Eric Schneiderman is dedicating a substantial portion of funds awarded to New York under the National Mortgage Settlement to support the work of direct service providers who specialize in delivery of legal services and housing counseling to at-risk homeowners. This effort will minimize homeowner displacement and foster the stabilization of neighborhoods across the state for the benefit of the public and the State as a whole.

The Attorney General's Office, through a competitive RFA process, will award individual grants of varying amounts to individual New York State not-for-profit organizations that can provide housing counseling and/or legal services to help at risk homeowners avoid foreclosure throughout the State.

We anticipate the release of the Request for Applications by mid June and applications will be due back to the Office of the Attorney General (OAG) within thirty days of release of the RFA. You will be able to download the Request for Proposals at <http://www.ag.ny.gov>. All submissions will be made electronically or by overnight mail.

Below you will find some basic facts about the grant program and the application process. **Any questions related to this RFA should be directed exclusively to Pamela Harrington who can be reached at [pamela.harrington@ag.ny.gov](mailto:pamela.harrington@ag.ny.gov).**

**Please do not direct questions regarding this RFA to any other organization.**

---

**Q: Do I have to be an approved 501c3 organization to apply for funds under this RFA?**

*A: Yes. Applicants should be not-for-profit entities, tax-exempt under 501(a) of the Internal Revenue Code, with an active New York State Charities registration number, or an approved exemption, and in good standing that currently provide free housing counseling services*

**Q: If my organization provides both Legal Services and Housing Counseling Services, can we apply for both services? Should we submit two separate proposals?**

*A: You may apply for funding to support both housing counseling and legal service activities under one proposal assuming you have the prerequisite experience in both areas of service. In your proposal you will be required to designate which is your primary field of service, and you will need to include budget information which reflects how grant funds will be divided between the two service areas.*

**Q: Are organizations that are relatively new (formed within the last 12-24 months), but who exist specifically to provide these services, eligible to apply? If not, can we qualify by working in partnership with a more established organization?**



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

ERIC T. SCHNEIDERMAN  
ATTORNEY GENERAL

EXECUTIVE OFFICE

*A: In general, grantees will need to have a proven track record of successfully providing either Housing Counseling and/or Legal Services to at-risk homeowners in NY Stat in order to be considered eligible for funds.*

**Q: If my organization provides coordination or education to legal service and/or housing counseling organizations, but we do not provide direct services to homeowners, are we eligible to apply for funding under this RFA?**

*A. No. This grant program is only for direct service providers who specialize in the areas of legal services and/or housing counseling.*

**Q: Can organizations apply for funding in order to maintain existing legal services or housing counseling programs, or are we required to expand our programs under this RFA?**

*A. Yes. The funds may be used to sustain or expand an existing project, but we expect applicants to indicate the extent to which the proposed funding will expand existing capacity*

**Q: Can I apply to provide services to more than one geographic area? If so, should I submit one proposal for each area?**

*A: Grantees need only submit one application to provide services in one or more geographic areas or counties. Applications that propose to serve multiple geographic areas must include in their budget how funds will be allocated to each geographic area, and include in the impact section of the project narrative the extent of the foreclosure crisis, the need for foreclosure prevention services, and the number of people expected to be served in each geographic area.*

**Q: How long is the grant period?**

*A. Grants will be provided for one year, renewable for a maximum of three years based on performance reviews, the grantee's ability to meet the terms of the grant agreement, and need for services.*

**Q: When will applicants be notified if they are approved for funding?**

*A: We expect that grant awards will be made by the beginning of September 2012.*

**Q: In what time frame and on what terms will grant funds be dispersed?**

*A: As soon as possible after execution of the first year contracts, but payment will be retroactive to October 1. Funds will be allocated in partial installments pending compliance reviews with the terms of the grant. The award will not be allocated on a fee-for-service basis.*

**Q: If an applicant is awarded less than the amount requested in the project proposal, will there be an opportunity to amend the goals and objectives to reflect the actual funding award?**



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

ERIC T. SCHNEIDERMAN  
ATTORNEY GENERAL

EXECUTIVE OFFICE

*A: Yes. If the OAG chooses to fund an application at an amount that is less than originally requested by the applicant, and if the OAG believes that the approved grant amount is insufficient to carry out the project plan as originally outlined, there will be an opportunity for the applicant to rescale their proposal in consultation with the OAG.*

**Q: Will organizations be allowed to subcontract with other groups as part of this proposal?**

*A: An applicant may choose to subcontract out a portion of its services. Details regarding the subcontractor's organization, capacity, and experience must be included with the applicant's application. Any fees associated with potential subcontracting should be budgeted into that applicant's proposal. Subcontracting shall be permitted only with prior approval of the Office of the Attorney General.*

**Q: Is there a minimum or maximum in terms of the amount of funding each organization can apply for?**

*A: No. Applicants should provide detailed budgets that reflect the anticipated costs that will be necessary to carry out the scope of services outlined in your proposal.*

**Q: Who will be administering this grant program and how do direct service grantees interact with those entities?**

*A: The OAG will contract with two Anchor Partners who have experience and expertise in grant management and administration, specifically in the areas of the foreclosure prevention. If you are awarded funds through this RFP your Anchor Partner will be in touch with your organization to explain their role as it relates to your participation in this program.*