Troy and Albany, NY Plus One ADU Program
Homeowner Application

Released July 2025

PROGRAM INFORMATION

Please adhere to these instructions in completing and submitting this application. All information provided will remain confidential. Failure to properly complete and submit this application could result in denial of services. Filling out this application does not guarantee that you will be eligible for the program.

TAP, Inc., through the NYS Homes and Community Renewal (HCR) Plus One ADU Program aims to deliver additional rental housing units within Troy and Albany, NY while also creating additional income opportunities for homeowners that are at or below 120% of the Area Median Income (AMI), supporting them to remain in their homes long-term or occupy the ADU with family members.

Eligible homeowners will have access to the $125,000 Plus One ADU grant with up to 10% of the grant award ($12,500) being dedicated towards TAP grant administration fees and optional in-house design services. A minimum of 90% of the grant award ($112,500) will be dedicated to construction costs and other pre-development costs, including:

- Site Surveys
- Permits
- Other Architecture/Engineering Services
- Construction Costs

CONSTRUCTION COSTS

Homeowners should be ready to contribute at least half of the grant award amount through loans, savings, or other funding sources to confidently complete their ADU. <u>Especially if the ADU is a new construction, construction costs will almost always be above $112,500.</u>

DISCLAIMERS

- Homeowners shall be prepared to secure design services within 30 days of having their application accepted.

- All required documentation to be obtained within a 2-week period from time of submitting an application. Failure to do so will lead to the application being denied or postponed for another round of review.

For assistance contact:
(518) 274-3050
or
admin@tapinc.org

SECTION A: HOMEOWNER INFORMATION

a1. Owner's Applicant's Name: ____________________

a2. Co-Owner's Applicant's Name: ____________________

a3. Property Address: ____________________

a4. Mailing Address:
(if different than property's) ____________________

a5. Applicant Phone Number: ____________________ Co-Applicant: ________________

a6. Applicant E-Mail: ____________________ Co-Applicant: ________________

SECTION B: HOUSEHOLD COMPOSITION AND INCOME

b1. # of People Living at Property:
(including applicant) __________

b2. Provide Name and Age of ALL Household Members including Applicant(s) (as "self"):

Name	Age	Date of Birth	Relationship

b3. How many household members attend college full-time? ________________

b4. Gross Annual Household Income from all Household Members: ________________
(before taxes and deductions, include all sources)

Gross Annual Household Income can not exceed the income limits listed below:

Annual Income Limits ($) by Household Size (# of People)

1	2	3	4	5	6	7	8
97,560	111,480	125,400	139,320	150,480	161,640	172,800	183,960

Limits based on the 2025 HUD Area Median Income Limits for Albany-Schenectady-Troy MSA

SECTION C: PROPERTY INFORMATION

c1. Is the home the primary residence for one of the owner-applicant(s)? ☐ Yes ☐ No

c2. Is there a mortgage on the property? ☐ Yes ☐ No

c3. Do you have a home equity loan, home equity line of credit, or second mortgage on this property? ☐ Yes ☐ No

c4. If yes, please list all that apply : ____________________

c5. Is there a reverse mortgage on the property? ☐ Yes ☐ No

c6. Have you entered into foreclosure proceedings within the past 2 years? ☐ Yes ☐ No

c7. Do you have homeowner's insurance? ☐ Yes ☐ No

SECTION D: DESIRED ACCESSORY DWELLING UNIT (ADU) DETAILS

d1. What type of ADU are you applying for? ☐ Existing Structure ADU ☐ New Construction ADU

d2. Desired square footage of the ADU: ____________________

Limit of 800 square feet unless an existing structure retrofit

d3. Please describe the reason(s) to create an ADU or convert an existing ADU on your property:

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____

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d4. Please describe where you would like it to be located on the property:

☐ New construction of Second Unit: ☐ Attached to Existing Home ☐ Detached from Existing Home

☐ Existing structure/unit: ☐ Garage ☐ Carriage House ☐ Other: ________________

d5. Are you seeking the creation or conversion of an ADU in order to house person(s) considered disabled or over the age of 65? ☐ Yes ☐ No

d6. The construction of a new ADU may exceed the $125,000 grant amount, depending on site conditions and project scope. If this occurs, are you able to access additional funds (i.e. savings) or willing to explore addtional financing options (i.e. construction loan, home-equity loan)? ☐ Yes ☐ No

d7. If yes, how much in additional funds would you be able to access (savings, 401k)? ________________

d8. If yes, how much in loans would you be able to access? ________________

SECTION E: POTENTIAL RENTAL INCOME

e1. Do you intend to receive rental income from the Accessory Dwelling Unit? ☐ Yes ☐ No

e2. Will you commit to charging rents considered to be affordable?
(not exceeding the rent limits listed below) (it is not a requirement that rents be affordable) ☐ Yes ☐ No

ADU Size	Monthly Rent Limit
Studio	$1,074
1 - Bedroom	$1,230
2 - Bedroom	$1,487

NOTE: The rent limits are based on the 2025 Fair Market Rent Limits in Albany-Schenectady-Troy established by the U.S. Department of Housing and Urban Development (HUD)

SECTION F: REQUIRED SUPPORTING DOCUMENTS

Please enclose the following copies, with your application. Failure to do so will delay review of your application. Place a checkmark next to each item that you enclosed or "N/A" if not relevant to your finances. The office may require more documentation for verification.

- [ ] Copy of current deed that lists the homeowner/co-owners name(s).
- [ ] Copy of the latest property tax bill of the primary household.
- [ ] Complete, signed copy of federal income tax returns from 2024, with ALL attachments, for ALL household members.
- [ ] Copy of W-2 and/or 1099 statements for the previous year for ALL employed household members.
- [ ] Copy of current mortgage/home equity statement with outstanding balance & last payment made, if there is a mortgage.
- [ ] Copy of Proof of Funds confirming amount held in savings
- [ ] Copy of a Pre-approval Letter, HELOC Statement, or loan agreement to verify loan accessibility

SECTION G: APPLICATION REVIEW AND SELECTION PROCEDURES

Applications received by the deadline date will be reviewed and scored against the Basic Thresholds and Project Feasibility criteria presented below by TAP, Inc. and the City of Troy. The scoring system for the applications will be used to better determine how well an application fits within our goals. TAP,Inc. and the City of Troy may also place low-scoring applicants on a waiting list for approval while earlier awarded applications complete construction or pending additional grant allocations from the State.

g1. BASIC THRESHOLDS

- Property must be located within Troy or Albany, NY
- Property is the primary residence of the homeowner(s) submitting this application
- Household income at or under 2025 120% Area Median Income limits of Albany-Schenectady-Troy
- Property must not host more than one ADU, upon completion of the project
- Property cannot have a Reverse Mortgage
- Completed ADU cannot be a Short-Term Rental
- Property does not have any open property maintenance code violations, unless applying to resolve violations applicable to an existing ADU
- Property must be current on all Property Taxes and up to date on all applicable debts (i.e mortgages, HELOCs, etc.)
- ADU is permitted in project property's zoning district either "by-right" or through a Zoning Board of Appeal Special Use Permit
- Owner must be willing to maintain ADU occupancy and follow good-faith solicitation practices for ADU when unit is vacant for the duration of the regulatory term (10 years)
- Owner must be willing to sign a 10-year Restrictive Covenant

g2. PROJECT FEASIBILITY

a. Expected Project Cost & Financial Assistance

Priority for award will focus on projects that have cost-effective desired ADU size's and/or clients that are able to access additional funds in case of exceeding the grant amount for construction costs. (*Up to 30 points)*

i) Desired ADU size is at or below 500 square feet (15 points).

ii) Owner-applicants who can demonstrate enough savings or qualification for other financing tools to meet the projects gap in funding in case construction costs exceed grant amount of $125,000 (15 points).

b. Affordable Tenancy

Additional points will be awarded to projects that house tenants/households that are considered low-to-moderate income or a vulnerable population (*Up to 20 points*).

Owner(s) commit to submit annual documentation confirming unit occupancy is housing a:

i. Low-to-Moderate income household(s) (under 80% AMI) at or below the affordable rent limits in Section E (20 points)

OR

ii. Family members that are considered disabled and/or over the age of 65 (10 points)

b. Level of Need

Priority for award will take into consideration client(s) status themselves as part of a vulnerable population and/or low-to-moderate income individual(s). (*Up to 20 points*).

i) Owner-Applicant(s) are over the age of 65; a disabled person; veteran; or a veteran relative (10 points)

ii) Owner-Applicant household is considered Low-to-Moderate Income (at or under 80% Area Median Income) and can demonstrate through financial information submitted the rental income from the ADU will reduce their housing cost burden (10 points).

e. Proximity to Public Transportation

Additional Points will be awarded for proposed projects within a 15-minute walk of a bus stop (*5 points*).

SECTION H: TERMS AND CONDITIONS

i) Verification of Owner-occupancy – owners must submit a signed statement with supporting documentation annually acknowledging they still own and occupy the principal dwelling-unit on the property.

ii) Verification of ADU Occupancy – owners must submit documentation verifying the ADU's occupancy year-round (utility bills, licenses, leases, etc.). If un-occupied at the time of verification, see iii below.

iii) Good-Faith Efforts for Rental Advertising - if the ADU is unoccupied, owners must provide documentation of efforts made seeking tenants to occupy the unit.

iv) ADU Household Income and Affordable Rent Verification – if project was selected on the basis of providing an affordable unit, documentation will be required annually verifying the household income and lease value for the ADU.

v) Restrictive Covenant – Homeowner's must record the Plus One ADU Program's Restrictive Covenant on the property following the completion of construction whereby the final construction figure and grant amount is known. This document will describe the regulations and conditions of this agreement and will be given to the applicant later into the process, if accepted.

vi) Landlord Training - Homeowner's will have to undergo Landlord training with TRIP for the renting of an ADU.

vii) Insurance - Homeowners are required to maintain adequate homeowner's insurance on the principal structure and the accessory dwelling unit

viii) Missing Application Materials - If an application is missing document(s); applicant will have 2 weeks to provide documents in order to preserve their place on the waitlist

viv) Branding - Owner must agree to have a branding element on their ADU

SECTION I: GENERAL PROCEDURE

1. Applications are received by TAP,Inc. and checked for completeness. Clarifying questions may be asked of Applicants.

2. Applications are reviewed by staff against Basic Threshold Criteria. Applicants will be contacted by staff for additional supporting information if necessary.

3. Staff will score the applications and may schedule a site visit with the applicant to view the existing property prior to scoring.

4. Applicants are then accepted and considered Preliminary Awardees from the point of acceptance. Lower scoring applications may be placed on the waiting list to either be funded at a later time or compete against applications received in a second application round.

5. Preliminary Awardees will then be asked to secure design services if they have not been already. Preliminary Awardees will have 30 days to sign a design contract with TAP PLLC, provide proof of a signed design contract, or provide a quote from a pre-fab company.

6. After Preliminary Awardees have a complete design with stamped construction documents or have purchased a pre-fab product with stamped construction documents, construction bids from at least 2 builders will need to be secured.

7. Preliminary Awardees will provide Proof of Funds to TAP, Inc. for any gap funding necessary to cover construction costs that exceed the grant award amount.

8. Upon verification that construction costs can be fully paid, a Grant Agreement will be provided to eligible Preliminary Awardees. Upon execution of the Grant Agreement, Preliminary Awardees are now Awardees of the Plus One ADU program.

9. Awardees will have their gap funding deposited into an escrow account set up by TAP, Inc. before a Homeowner-Contractor Agreement is signed with the selected builder.

10. A signed Homeowner-Contractor Agreement and a work scope will be provided to TAP, Inc.

11. A “Notice and Order to Proceed” will be issued to the Contractor by TAP, Inc. PAYMENT WILL NOT BE MADE FOR ANY WORK BEGUN PRIOR TO THE ISSUANCE OF A “PROCEED ORDER”.

12. Contractor obtains necessary building permits and begins work. Construction Manager oversees progress and Town Building Inspectors conduct inspections during applicable times. Progress payments are made for completed worksigned-off on by Homeowner and Construction Manager. Town issues checks for payment directly to the Contractor.

13. Work is completed. Construction Manager arranges for final inspections and walk-throughs, energy-efficiency and clearance tests, verifies completed work to a satisfactory level.

14. Certificate of Occupancy is issued. Homeowner is given any guarantees or warranties by the Contractor. Program photos are taken for promotional materials.

CERTIFICATION

I hereby certify that I am the owner and occupant of the property to be improved. I certify that the information provided in this application is true and correct to the best of my knowledge and contains no willful misrepresentations. I have received and read a written description of the Town's Accessory Dwelling Unit Pilot Program. I agree to cooperate with the Town in complying with all specified procedures.

Caution: Anyone who misrepresents his, her, or their primary residence or income shall be prohibited from receiving the Accessory Dwelling Unit Pilot Program funds, and may be subject to criminal prosecution.

I understand under the False Claims Act, 31 U.S.C. §§ 3729-3733, those who knowingly submit, or cause another person or entity to submit, false claims for payment of government funds are liable for three times the government's damages plus civil penalties of $5,500 to $11,000 per false claim.

I understand that any contract for construction or renovation work financed in whole, or in part by this program, will be between the contractor and me. I also understand that I should not sign any contract for rehabilitation work to be accomplished under this program until I am authorized to do so by TAP,Inc. I also understand that the TAP, Inc. will not be responsible or liable for any breach of contract, faulty workmanship, product and material defects,accidents or damage which may arise from my relationship with any contractor, and the TAP, Inc. does not guarantee or warranty the work of any contractor.

I hereby grant the City of Troy or the City of Albany, and TAP, Inc. permission to inspect my property, located at:

____ in conjunction with my application to the Plus One ADU Program.

Property Address

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Print Applicant Name *Date* *Applicant Signature*

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Print Co-Applicant Name *Date* *Co-Applicant Signature*

PLEASE RETURN THE APPLICATION & ALL REQUIRED DOCUMENTS TO:

TAP, Inc.
210 RIVER STREET
TROY, NY 12180