



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MEETING DATE: November 7, 2022
AGENDA ITEM SECTION: Resolutions
AGENDA ITEM NO. : 4
AGENDA ITEM: Consider a resolution to authorize the execution of Memorandum of Understanding between the Village and the Housing Action Council and Habitat for Humanity of New York City and Westchester to support the HAC and Habitat's proposal for funding Accessory Dwelling Units
ITEM BACKUP DOCUMENTATION: 1. Draft resolution 2. Memorandum of Understanding

RESOLUTION TO JOIN EFFORTS TO SEEK GRANT FUNDING FOR A PROGRAM TO SUPPORT RESIDENTS SEEKING TO CREATE ACCESSORY DWELLING UNITS

WHEREAS, in furtherance of the Village's recent local law creating a program for Accessory Dwelling Units in the Village, the Board of Trustees is interested in joining efforts by the Housing Action Council, Inc. (HAC) and Habitat for Humanity of New York City and Westchester (Habitat) to respond to a Request for Proposals from the New York State Homes and Community Renewal (HCR) for potential grant funding to establish a program (Plus One ADU Program) which would provide support to qualified applicants for the creation of accessory dwelling units.

NOW, THEREFORE, BE IT

RESOLVED, that, the Board of Trustees of the Village of Dobbs Ferry hereby declares its support of and joins in the efforts by the HAC and Habitat to jointly respond to a Request for Proposals from the HCR for potential grant funding of the Plus One ADU Program; and be it further

RESOLVED, that the Board of Trustees authorizes execution of any and all documents, including but not limited to a Memorandum of Understanding, necessary to effectuate the objectives set forth in this Resolution.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on _____ (the "Effective Date"), by and between Housing Action Council, Inc., a New York not-for-profit corporation with an address of 55 South Broadway, Tarrytown, NY 10591 (hereinafter referred to as "HAC"), Habitat for Humanity of New York City and Westchester, a New York not-for-profit corporation with an address of _____ (hereinafter referred to as "Habitat", and the Village of _____, a municipal corporation with an address of _____ (hereinafter referred to as the "Village" and collectively the "Parties")

WHEREAS, accessory dwelling units (hereinafter referred to as "ADUs") benefit the Village, including

- (a) providing a secondary income that can allow aging homeowners to stay in their homes;
- (b) providing spaces where older relatives and younger adults can live comfortably together and care for one another, adding housing options for people in different stages of life; and
- (c) bringing in new residents who work and shop in the community.

WHEREAS, the Village has an ADU as set forth in _____; and

WHEREAS, the cost of producing an ADU, the process of obtaining necessary approvals and permits, and the management of a construction project may deter people from building ADUs; and

WHEREAS, New York State Homes and Community Renewal (hereinafter referred to as "HCR") issued a Request for Proposals for funding a full-service program to support low- and middle-income homeowner occupants who wish to build a new ADU on their property or improve an existing ADU that needs to be brought in compliance with local and state requirements(hereinafter referred as "Plus One ADU Program"); and

WHEREAS applicants must include partnerships between a non-profit housing organization and a municipality; and

WHEREAS, HAC and Habitat intend to submit a proposal for funding such a program; and

WHEREAS, the Village wishes to make assistance available to its homeowners who wish to create an ADU,

RESPONSIBILITIES OF THE PARTIES

The Parties :

- (a) That HAC and Habitat will prepare the application for the Plus One ADU Program and that if funded, Habitat will serve as the lead organization for the administration of the program;
- (b) That the Village of _____ agrees to be named as a partner in the proposal and if funded, take on the responsibilities of the Village as set forth in Attachment "A"; and
- (c) That HAC and Habitat agree to partner with the Village and to take on the responsibility of a full-service ADU Program and to be fully accountable for its compliance with the Plus One ADU Program guidelines and local and State ordinances.

AMENDMENTS

The Parties agree that any amendments made to this Agreement must be in writing and they must be signed by both Parties to the Agreement.

REPRESENTATION

The Parties agree and disclose that they are authorized to enter into this Agreement.

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

HOUSING ACTION COUNCIL, INC.

HABITAT FOR HUMANITY OF NEW YORK &
WESTCHESTER, INC.

BY: Rosemarie Noonan
ITS: Executive Director

BY: _____
ITS: _____

VILLAGE OF _____

BY: _____
ITS: _____

ATTACHMENT A

RESPONSIBILITIES OF PARTIES

HAC

- Work with the Village and Habitat to develop plans for implementing Plus One ADU in the community, including streamlining the approval process for ADUs as appropriate.
- Prepare an information package to summarize the Village's ADU ordinance and the approval process.
- Assist the Village in its outreach to its homeowners to inform them of this opportunity
- Evaluate the program implementation and make recommendations for changes in ordinances and processing as appropriate.

Habitat

- Accept applications from homeowners for funding assistance and determine their eligibility
- Prepare scope of work and budget for eligible homeowners, secure professional services as appropriate, oversee the construction of the accessory unit and disbursement of funds
- Assist homeowners through the permitting process
- Monitor compliance over a 10 year period

Village

- Endorse the application to HCR
- Work with HAC to outline its ADU ordinance and its approval process
- Assist HAC with outreach in the community to inform homeowners of the availability of funds
- Participate in meetings with HAC and Habitat and other participating municipalities during the two year program to determine the effectiveness of the Plus One ADU Program and consider changes in local ordinances and processing and permitting of ADUs as appropriate.