

Landlord SUMMIT



Community
Preservation
Corporation



Welcome!

August 2, 2023

Opening Remarks

Dana Miller

Commissioner

Department of Neighborhood and Business Development



Housekeeping Items



1. All materials from the event and a video recording will be available in approximately 7 days at:
www.CityofRochester.gov/LandlordSummit
2. Bathrooms are located out to the atrium and down the hall to the left. **There will be a break at 3 p.m.**
3. **Please don't disrupt the presentations.** Hold all comments and questions for the Open House session from 4pm-5pm



Climate Friendly Homes Fund



**Community
Preservation
Corporation**

Danielle Donnelly
Assistant Vice President
Sustainability Programs



Climate Friendly Homes Fund (CFHF)



As part of the 2022 approved Housing Plan 2.0, The \$250MM Climate Friendly Homes Fund was established to electrify 10,000 units of existing housing by 2027.

CFHF will provide up to \$25,000/unit for mid-cycle, regulated and unregulated affordable multifamily housing, between 5 and 50 units, for Full and Partial Electrification, including:

1. Replace existing fossil-fuel burning or electric resistance heating systems with high-efficiency heat pumps
2. Replace fossil-fuel burning or inefficient electric domestic hot water heating systems with heat pump HWH
3. Perform limited energy conservation work on building envelopes and ventilation systems to optimize new system performance.



Climate Friendly Homes Fund – Key Goals



CFHF is structured to specifically target decarbonization opportunities in low-moderate income areas and disadvantaged communities.

Key Goals of the CFHF:

- **HCR has allocated \$250 million to CFHF to electrify 10,000 units**
 - Aligns with Governor Hochul's Climate Friendly Homes goal of 2 million electrified or electrified-ready homes by 2030
- **Target energy efficiency and electrification in LMI census tracts and DACs**
 - Meet goals of CLCPA CAC recommendations and make investments in DAC
- **Training and public awareness**
 - Educate owners, operators, & tenants about the benefits of heat pump technologies for heating/cooling and DHW
 - Continue to scale adoption of high-performance technologies by funding early transition effort

Eligible Building/Owner Types:

- Buildings in NYS 5-50 units
 - Developments with multiple buildings
- Subsidized and unsubsidized housing is eligible
 - If unsubsidized, in a HUD LMI census tract OR Disadvantaged Community
- Only applies to mid-cycle retrofits (cannot be combined with traditional mortgage)



Climate Friendly Homes Fund – Partners



To maximize the impact and the reach of the program, CPC will partner with like-minded green lending institutions, CDFIs, and other community-based nonprofits to collaborate on the identification and screening of building retrofit opportunities across the State.

We will have two types of partners working through originations and underwriting:

Lender Partners:

- Lender partners will engage and support building owners to electrify their building systems and improve energy efficiency through the loan funds. This will involve conducting outreach, originating and screening projects for feasibility, scoring applications based on standardized criteria, underwriting project costs based on engineering estimates, and submitting applications to CPC for review and approval.

Community Partners:

- Locally-based partners will perform outreach, originate and pre-screen prospects for program participation. Projects will be screened for program eligibility, property condition, and basic feasibility. If approved, project will move to Lender Partners for underwriting.



Climate Friendly Homes Fund – Partners Pt.2



To ensure the feasibility and quality of the retrofits proposed, CPC has developed a list of experienced and vetted professionals to tackle energy analysis, scoping, schematic design, installation, construction oversight, and commissioning.

These two groups of partners will work on projects from initial energy audit through construction completion and commissioning:

Engineering Partners

- 10+ partners selected to provide specific scopes of service for CFHF retrofits
 - Scope A
 - Energy Analysis
 - Desk Audit
 - Feasibility Recommendation
 - Develop Initial Scope
 - Scope B
 - Property Condition Assessment
 - Scope refinement
 - Schematic Design
 - Contractor Bid & Selection Oversight
 - Construction Oversight and Lender Reporting
 - Commissioning & Reporting

Contractors

- NYSERDA-approved contractor list
- Heat pump manufacturers' preferred installers
- Individual approvals on a case-by-case basis



CFHF – Use of Funds and Eligible Scopes



Eligible Use of Funds

- CFHF **hard costs** will cover systems upgrades and limited energy conservation measures to support:
 - Heating system replacement with high-efficiency heat pumps for heating and cooling
 - DHW system replacement with high-efficiency heat pump water heaters
- CFHF funds can be used to cover associated **engineering/consultant costs**, **originations fees**, **closing costs**, and **legal fees**
 - Proposed cost share for energy audit and scoping ahead of loan closing
 - Projects that close and move to construction would be reimbursed for their share of audit costs
 - Borrower will be responsible for benchmarking fees for a total of 5 years
- **Estimated available funding to cover hard costs: \$18-\$22k/unit**

Ineligible Use of Funds

- Solar PV or other on-site renewables
- Health & Safety or deferred maintenance items
- Energy efficiency measures outside of designated scope
- Cannot be combined with mortgage financing to fund additional updates

Program staff and partners will work with participants to identify incentives, rebates, and other sources of capital to cover ineligible scope items that improve building operations and further reduce carbon emissions



CFHF – Use of Funds and Eligible Scopes



Program Paid Costs

- Closing Costs
- Other related program delivery costs
 - Cost shared energy audit ahead of loan closing*
 - Up to \$10k available to cover soft costs pre-closing*
- Hard Costs related to:
 - Heating system replacement with high-efficiency heat pump
 - Hot water heating system replacement with high-efficiency heat pump hot water heater
 - Electrical service upgrades to support new HVAC and DHW systems
 - Energy Conservation Measures to support new systems (within budget) including but not limited to attic/roof insulation and air-sealing

Owner Paid Costs

- Benchmarking fees - ~\$600/annually
- Loan servicing fee
- Equipment service contracts
- Owner's Rep (if necessary)

Costs Shared

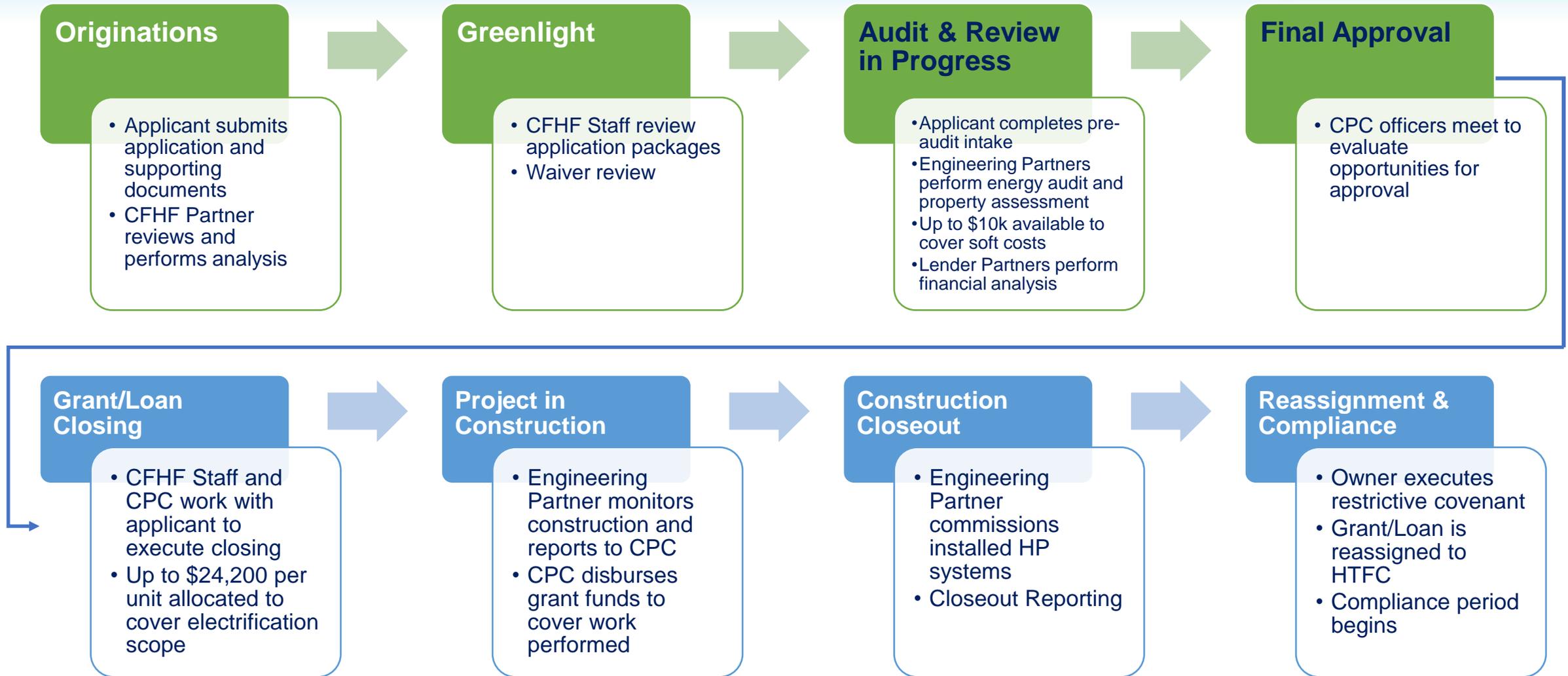
- Energy Audit*
- Property Condition Assessment*

Other Approved Capital Sources May Cover:

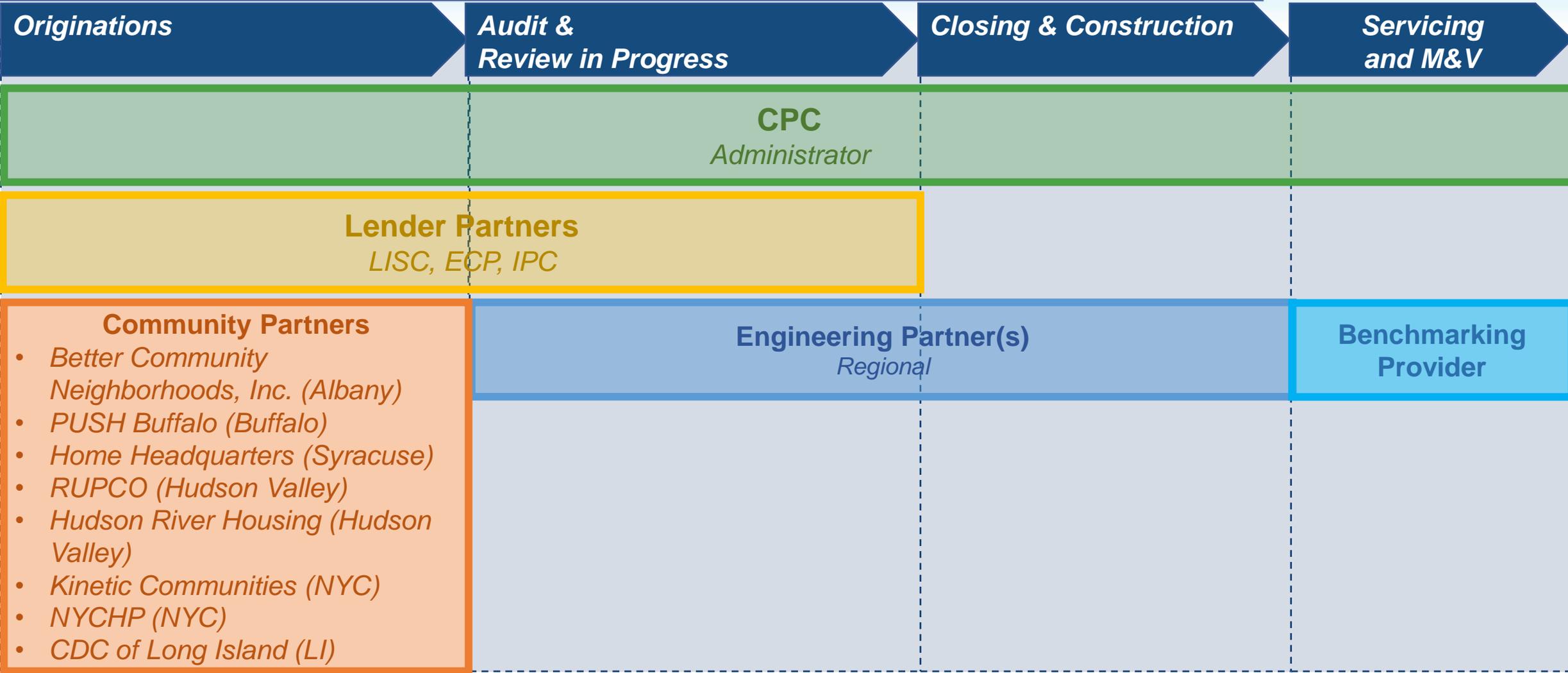
- Additional energy efficiency beyond CFHF budget
- Appliance electrification
- Ventilation system upgrades
- Solar PV



CFHF – Process and Roles



CFHF – Process and Roles

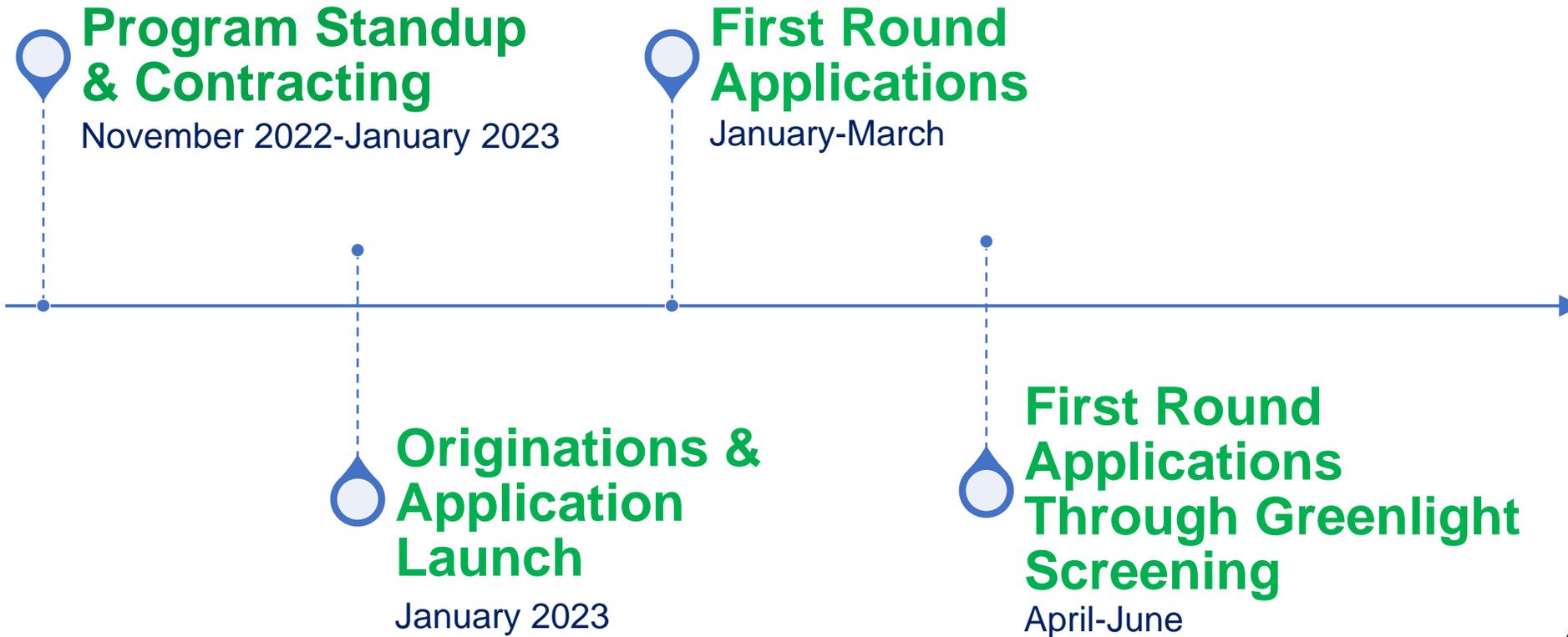


Structure and Terms

- **Funds to be committed as grants OR 0% interest, forgivable loans.**
- **Participating buildings (both regulated and unregulated) will be subject to a restrictive covenant for the term of the loan/grant**
 - Term 5 or 10 years based on award and building size
 - All participating buildings will be subject to reporting requirements to maintain compliance with restrictive covenant
 - Borrowers will be responsible for reporting benchmarking data 3 years post-construction
 - Properties which are sold, moved, demolished or materially altered before the end of the loan term without prior written consent from HTFC may trigger repayment of CFHF funding



CFHF – Timeline



CFHF – Timeline Pt.2



CFHF Pipeline as of August 2023



New and Updated Code Enforcement Policies

Kurt Martin

Director of Buildings and Compliance
Department of Neighborhood and Business Development

Mike Furlano

Housing Attorney
Law Department



Background



- Community members and the City have noted that the physical **condition of rental and commercial properties has worsened**. Contributing factors include:
 - City has an aging housing stock
 - Deferred maintenance due to tenant/LL disputes
 - The cost to maintain properties has escalated with no additional increase in revenue
- The City understands that the negative impacts of the pandemic contributed to these issues, but these **concerning trends predated COVID**.
- The City is taking steps to raise the bar for property owners and managers and making enhancements to Code Enforcement operations.

City responses:

1. Feb. 2022 - Mayor Evans established the Housing Quality Taskforce
2. June 2022 -Task Force provided recommendations to Mayor
3. July 2022 – Housing Attorney and additional Code Inspectors hired
4. March 2023 - City Council voted to approve Code changes



- 1. Streamlined Fines [Ch. 13A]**
- 2. Shorter Abatement Time Frames**
- 3. Vacant Building Registry [§90-21]**
- 4. LLC Disclosure [§90-20]**
- 5. Landlord-Tenant Bill of Rights [Ch. 95]**



Streamlined Fines



Old Fine System

	Initial Ticket	Upon Default
Low Violation		
1st Offense	\$50	\$100
2nd Offense	\$100	\$200
3rd Offense	\$200	\$300
Medium Violation		
1st Offense	\$75	\$150
2nd Offense	\$150	\$300
3rd Offense	\$300	\$600
High Violation		
1st Offense	\$150	\$300
2nd Offense	\$300	\$600
3rd Offense	\$600	\$1200

New Fine System

Violation	\$100	\$200
Health and Safety Violation	\$250	\$500
Immediate Hazard Violation	\$500	\$1000



Shorter Enforcement Periods



No more 60 day periods to remedy violations.

“ [T]he time within which a person or entity served with an order to remedy is required to comply with such order to remedy is hereby fixed at 30 days following the date of such order to remedy ”

- New York Codes, Rules, and Regulations § 1203.5



Vacant Properties

Increased risk of fire, illegal occupancy, and criminal activity = increased financial burden borne by the City

All buildings vacant for more than 60 days must now register with the City's Vacant Building Registry starting on January 1, 2024



Requirements

Register with the City

- Building address
- Name, address, and phone number of each owner
- Photocopy of government issued ID
- If owner is outside Monroe County, Owner must provide property maintenance info
- Proof that vacant property is insured

Submit a Building Management Plan

Indicate whether you plan to:

- Demo the property
- Repair and rehabilitate
- Stabilize and maintain vacant

Pay fee

Based on # of units (next slide)



Fee Schedule

	Year One	Year Two	Year Three and Beyond
1 - 3 Units	\$250	\$500	\$1000
4 - 6 Units	\$500	\$1000	\$2000
7+ Units	\$100 per unit	\$200 per unit	\$400 per unit
Commercial	\$1,000 or \$0.05 per sqft	\$2,000 or \$0.10 per sqft	\$4,000 or \$0.20 per sqft

Note: Year One fee reduced to \$100 if Owner plans to either demo or rehab property



City Code §90-20F

LLCs will now have to disclose names and businesses of all members, managers, and any other authorized persons when submitting to the building owner registry

If the above is also a business entity, the names of members of those entities must be disclosed, until ownership by a natural person is achieved

Already required for 1-4 family residential real estate transfers at the state level



Landlord-Tenant Bill of Rights and Responsibilities



City-drafted document promoting
RIGHTS and the RESPONSIBILITIES of Landlords and Tenants

Does not create any new rights or restrictions

Informational Purposes Only

Distributed by City of Rochester by mail annually



Implementation of City Code Changes



Effective August 1, 2023

- Changes to Chapter 13A, §13-11: Penalty categories, amounts and level changes
 - Tickets now show the new fine amounts.
- Changes to Chapter 39, §39-303: Demolition without a Building Permit
 - Once the violation has been cited, a ticket will be issued with a \$5000 fine.
 - Additional enforcement may continue until violations have been abated
 - **Unpaid fines and tickets will be added to the tax bill**
- Chapter 52, §52-3: Enforcement Procedures-Penalties for offenses
 - Cases brought to City Court can be charged a fine for up to \$1000 per day
 - The City can also seek attorney fees and other reasonable costs



Implementation of City Code Changes



Effective January 1, 2024

- Changes to Chapter 90, §90-20 Building Owner Registry

Updated forms will require the following information:

1. LLC members, managers, etc. disclosure information
2. Monroe County contact if owner lives outside the 13xxx or 14xxx Zip codes

If not provided, the CEO will cite the appropriate violation and commence issuing tickets.

- Changes to Chapter 90, §90-21: Vacant Building Registry
 - Any property that has been verified as being vacant as of January 1, 2024 will receive notification that their property needs to be registered within sixty days from January 1, 2024
 - Registration forms will be available on Civics Online Property Management Portal
 - Fees and documentation required to be submitted
 - Management Plan submittal upload
 - All properties that are vacant with violations will continue to be enforced if the the work plan is not submitted or failure to adhere to the Management plan occurs



Responding to Landlord Written Questions and Comments

Dana Miller
Commissioner

Kurt Martin
Director of Buildings and Compliance

Mike Furlano
Housing Attorney



#1: Code Enforcement- Equity and Consistency



Comment:

Code enforcement policies do not seem to be equitable across all rental properties. For example, the rental property adjacent to my property has a dilapidated roof shingles that are falling off the roof. How is it this property is not forced to meet code requirements. Does the city provide a way to report these issues. The quality of adjacent rental housing has an impact on tenant satisfaction in my property.

City Response – Kurt Martin

This example illustrates how code enforcement can benefit landlords. The City can help protect your property values by keeping nearby properties from becoming dilapidated and dangerous, and might otherwise make it harder to rent our your property.

From the description it sounds like the property is definitely not in compliance with city code. It is possible that it is already being pursued by City Code Enforcement. You can check to see if there is an open code enforcement case at www.CityofRochester.gov/Propinfo and check the Code Enforcement tab. If there is not an active case, or if you'd like to add a complaint to the existing case, you can call 311 and ask to make a complaint with the Neighborhood Service Center. An inspector will be dispatched to verify the condition and contact the owner.

We strive to manage code enforcement with fairness and equity in mind, and take our inspectors through a rigorous training program which emphasizes standard policies and procedures. We recognize that a case like this may seem like we aren't holding a property accountable, but we are often dealing with unresponsive owners or managers. Our new software system implemented in Summer 2023 will help with consistency and follow through in situations like this, providing new automation tools to help prompt inspectors to move cases along to ticketing and fines when the owner is not taking action.

#2: Code Enforcement- Clear Standards



Question:

Why is there not a clear checklist of C of O requirements and accountability for honest enforcement without over penalizing minute issues?

City Response – Kurt Martin

The City does have a checklist for inspectors as they conduct CofO inspections. This is something that the City plans to make more publicly available on our website and through digital tools so landlords can prepare proactively for inspections by fixing issues before they are cited. **A copy of the checklist is included in your folders.**

Ultimately, anything cited by an inspector is a violation of building or fire code. These are building maintenance issues that contribute to deterioration of a property, or already constitute immediate hazards. It is the responsibility of the owner to maintain their property so that conditions never reach the level where a violation would be cited. This helps ensure tenants are living in a unit with basic safety and quality standards, and helps maintain property values for the nearby area by combatting deterioration.

If you believe that a violation has been cited in error, please contact the Code Enforcement quadrant supervisor. You can call 311 to get connected, or look up their info on the Who's My Inspector app at www.CityofRochester.gov/NBDMaps

#3: Code Enforcement- Owner vs Manager



Question:

Will the City be holding property owners accountable if they refuse to pay for repairs? This puts the property manager in a bad position where their reputation is in jeopardy.

City Response – Kurt Martin

Property owners hold primary responsibility for all repairs and violations at their property. Property managers are merely hired by property owners to carry out these duties. All fines and fees are assigned to the property owner.

If you are a property manager working for a property owner who refuses to provide the funds necessary to make repairs, the City recommends exiting your contract with the property owner.

The **new code compliance scoring system** launching this month will provide further accountability for owners. There will be a score for each property owner and each property manager based on their portfolio. The property owner will maintain a bad score as long as their properties are in poor condition, no matter who their manager is. In the future, we envision property managers will review the score of prospective owners when they are vetting business relationships. A manager will not want to work with an owner with a bad score, otherwise the manager's own score might be impacted when taking on their properties.

#4: Code Enforcement- Tenant Damage



Question:

In addition to holding property owners responsible for a safe clean property, the City should hold tenants accountable for damages and infractions like cleanliness which contributes to pest infestations. The City should help provide evidence of this in eviction court.

City Response – Kurt Martin

City inspectors are able to come to the property and work with landlords to help document if there is evidence of tenant caused damage, or housekeeping issues that are contributing to violations. The official code enforcement case records can be submitted as 3rd party supporting evidence in eviction court.

Please note, evidence will need to be clear and obvious and able to be documented by photograph.

The City highly encourages landlords to conduct move-in, move-out walk throughs, and capture detailed photographs of all aspects of the unit . This can help document conditions prior to a tenant moving into the unit and protect the landlord from false accusations.

The City does not have any other legal mechanism to hold tenants accountable, aside from a landlord reporting major property damage to the Rochester Police Department.

Ultimately it is the landlord's responsibility to monitor tenant behavior regulate their tenants and pursue eviction if necessary.

#5: Tenant Evictions Process



Question:

Enforce tenants to pay overdue rents or allow landlord to evict tenants.

City Response – Mike Furlano

Evictions and enforcing rental contracts are not something the City has the power to enforce or punish. They are state matters governed by state law.

If you have concerns with these laws or the enforcement of them, we encourage you to reach out to your New York State Senator and/or Assemblymember.

Additional Responses



The City will post a document with additional written responses to submitted questions/comments in the next 1-2 weeks.

Please visit:

www.CityofRochester.gov/LandlordSummit



New Technology: Owner/Manager Code Compliance Score

Henry Fitts

Grants Management and Research Coordinator
Department of Neighborhood and Business Development

Joe Hanna

Owner/Manager
Hanna Properties



Policy Intent/Goals



Problem Statement: City Code Enforcement has limited direct accountability tools for hired property managers. Property owners have no way to vet the track record of potential hired managers. Tenants have no way to vet the track record the owner/manager when choosing an apartment.

Solution: implement a publicly viewable code compliance score

Goals:

1. **Automated:** updated by system nightly based on most recent City data
2. **Objective:** everyone judged against consistent, factual standard
3. **Transparent:**
 - Score and method for calculating the score is public, and easily understood.
 - Allows property managers/owners to determine what properties to focus on to improve score.
4. **Enable targeted enforcement:** allow City to focus limited time/resources on worst scoring
5. **Reward good owners/managers:** objective score allows for potential future policies that would grant reduced frequency of inspection, etc.



Landlord/Tenant Committee Feedback



Committee Member: Joe Hanna, Owner/Manager, Hanna Properties

1. City has convened the Landlord/Tenant Committee since late 2020
2. Worked through concerns and feedback
3. Over 10 version of the score reviewed
4. Committee gave the green light in June 2023



Scoring Step 1: Score Each Property



Factor	Max Score	To Achieve Max Score	To Achieve Min Score
1. Health and Safety Violations Per Unit (Open and Expired*)	30	0 H&S violations per unit	5+ H&S violations per unit
2. Days Since Oldest H&S Violation Expired*	20	0 open H&S violations (open + expired)	365+ days open
3. Days Since CofO Expired	30	89 days or less	365+ days expired
4. Days Vacant (w 1+ Violation)	20	Not vacant	270+ days vacant
<u>TOTAL</u>	<u>100</u>	All of the above	All of the above

***Violation Expired** = days since cited is over 2X the “response days”, specific to each violation.

Scoring Step 2: Apply Grace Period to Properties



Grace period properties are still scored but not included in the average for owner/manager portfolio score

Eligible for grace period:

1. New owner or manager in last 90 days
 - a) Additional 6 months if issued a building permit in first 90 days AND vacant
2. Owner in compliance with an approved work schedule



Scoring Step 3: Avg. Per Owner/Manager



Weighted average of property scores in portfolio by:

1. # of units at each property
2. Years since last inspection.
Over 3 years are not included in average

Scores are recalculated nightly,
posted publicly in
BuildingBlocks online platform

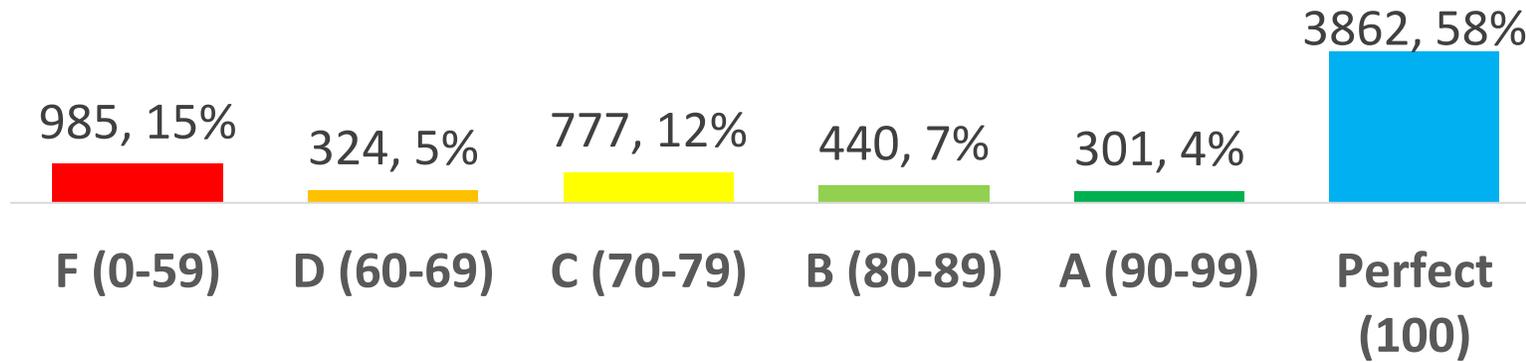
Years Since Last Inspection	Weighting
0-1 yrs (<u>or</u> open violation <u>or</u> CofO 90+ days expired)	1
1-2 yrs	.66
2-3 yrs	.33
3+ yrs	0



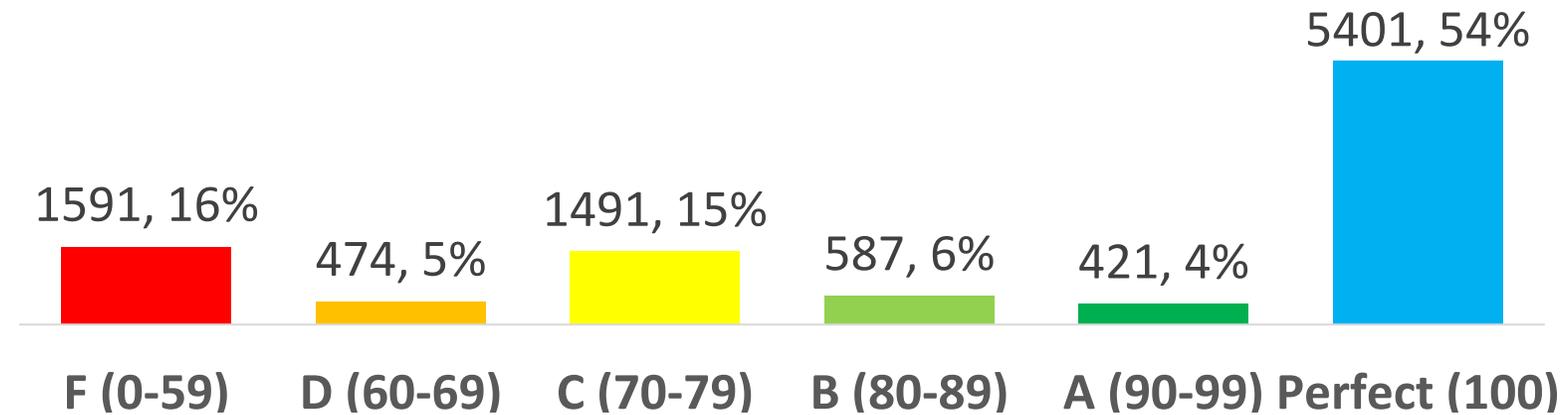
Current Scoring Distribution



By Manager



By Owner



Over 60% of owners and managers scored a 90 or above!



BuildingBlocks Pt.1- Initial Search



Visit: www.CityofRochester.gov/BuildingBlocks

Search an owner or manager name at the top
Click the blue text name once found



BuildingBlocks Pt.2- Identity Page



Portfolio Avg Score

List of Properties Owned or Managed
Click Address for detail page, Violations List

Individual Property Scores
Double Click Column Name to Sort

Rochester, NY

Search by Address, Parcel ID or Identity...

henry.fitts@cityofrochester.gov Support

Tower 195 LLC

1390 S Winton Rd Ste 100
Rochester, NY 14618

Scores

Rental Owner Score: 100

Owner 5 11

Properties (10) View Full Map

Filters

Relation	Parcel ID	Address	Owner	Rental Property Score
Owner Linked	1213200002034000000	100-140 S Clinton Ave 100-140 S Clinton Ave, Rochester, NY, 14604	Innovation Partners Roc LLC 1890 S Winton Rd Ste 100, Rochester, NY 14618	100
Owner	1212400001036000000	1 S Clinton Ave 1 S Clinton Ave, Rochester, NY, 14604	Tower 195 LLC 1890 S Winton Rd Ste 100, Rochester, NY 14618	100

BuildingBlocks Pt.3- Linked Identities



Review Other Owner Names or Managers Automatically Linked to Based on Common Mailing Address or Name

Submit a request to unlink if necessary

Rochester, NY

Tower 195 LLC

1890 S Winton Rd Ste 100
Rochester, NY 14618

Scores

Rental Owner Score: 100

Search by Address, Parcel ID or Identity...

henry.fitts@cityofrochester.gov Support

Linked Identities

This owner or manager is associated with the properties listed below. An automated algorithm is used to link properties that appear to have common ownership or management, respectively. For example...

[Read More...](#)

Name	Address	Linked	
Innovation Partners Roc LLC	1890 S Winton Rd Ste 100, Rochester, NY, 14618	Tolemi on 05/31/2022 12:00 am	Unlink



BuildingBlocks Pt.4- Property Detail Page

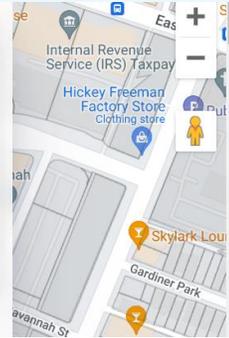
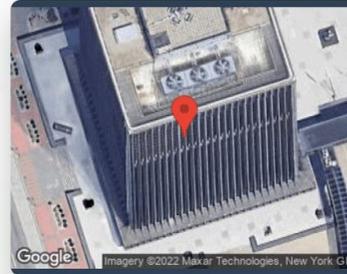


100-140 S Clinton Ave

Parcel ID: 12132000020340000000

Address: 100-140 S Clinton Ave, Rochester, NY, 14604

[Print](#) [Follow](#) [Notes](#) [Documents](#) [Save](#)



Code Enforcement

Viols Per Unit HS Other	0
Viols Per Unit HS Internal	0
Violation Count HS All	0
Violation Count Non HS All	3
Violation Count All Interior	0
Violation Count All Exterior	0

Owners (1)

Innovation Partners Roc LLC

1890 S Winton Rd Ste 100, Rochester, NY, 14618

+ Linked (5)

+ Other Properties (9)

Rental Owner Score: 100

Owner portfolio avg

Scroll down to see list of violations

Code Violations (8)

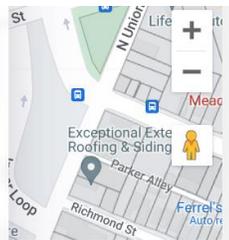
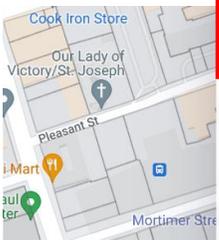
ID	Date	Details	Status	Type	Unit	Response Days	Closed On
749353-EV052-1-2022-11-	11/16/2022	Annual no load test must be made on the elevator.	Closed	Non-Other	HS:	30	2023-07-18 00:00:00

Scroll to bottom to see property score

Property Scores (1)

Rental Property Score: 100

Click for scoring detail



Scoring System Launch & Parting Words



Scoring will be viewable by the public in BuildingBlocks **on Friday August 4th**

Immediate benefit for good landlords:

Use as a marketing tool to post in your listings. Independently verified rating, akin to a Health Department sticker in the restaurant window.

To improve score:

1. Focus on properties with oldest open violations
2. Apply for a work schedule(s) to put property into grace period

To correct/update City records:

Sign up for our new Civics online portal, and submit updated information

For further background detail: www.CityofRochester.gov/CodeComplianceScore



New Technology: Property Management Portal

Matt Vanderwall

Business Analyst

Neighborhood and Business Development



INFOR CIVICS for Property Management

infor

Landlord
SUMMIT



Submit New Application

Creating an
Account

Building
Owner Registry

Work Schedule
Submission

Contact Us: License Trades: (585) 428-9339

Building Permits: (585) 428-6526

Zoning: (585) 428-7043

Code Enforcement: (585) 428-6520



Malik D. Evans, Mayor



City of Rochester, NY
Rochester City Council

- New Land Management System Implementation
 - End of May 2023 INCLUDED:
 - Permitting
 - Code Enforcement
 - Certificates of Occupancy



- CIVICS – new public facing online portal for self-service, includes:
 - Building Owner Registry
 - Designating and updating Property Manager contact information
 - Viewing information about open cases on properties
 - Active/open violations
 - Submitting a property Work Schedule with proposed completion dates
- In the future will also include permitting, online renewals and automated notifications, and more!



Getting Started



- <https://infor.cityofrochester.gov>



Email Address *

Password *

Remember me

[Forgot Password?](#)

LOGIN

[Don't have an account? Sign up!](#)

- What is One Stop ROC?
 - A single account that you can use to access multiple City online services.



Building Owner Registry



- The owners of all buildings shall register with the City (this is required for your Certificate of Occupancy):
 - Name, street address and business telephone number of the owner.
- If the owner is not a natural person (LLC for example) or does not reside in a 13020 through 13905 or 14001 through 14925 zip code, he or she must designate a person who resides in Monroe County as a property maintenance person to be responsible for and in control of the property. If a principal, a partner or the owner resides in a 13 or 14 zip code, he or she may designate him or herself as such property maintenance person.
 - A post office box shall not be accepted as a street address.
 - In Civics, Property Managers can accept an invitation from an owner to be the designated manager. They can also remove themselves from the property if they are no longer managing.
 - All notices shall continue to be mailed to the owner's tax mailing address.
 - It shall be a violation of this chapter for an owner to fail to provide the information or to provide inaccurate information.



Building Owner Registry



- Click **Submit New Applications** at the top and choose **Building Owner Registry**
- If you are an Owner, enter the property address you own
 - You can then designate your Property Management contact and invite them to register
- If you are a Manager, contact the property owner and inform them that online registration is required in order for you to manage your properties online
- Complete this process for each property that you own or manage



Viewing Open Cases and Violations



Work Schedule Details

Violation	Code Section	Violation Description	Location	Due Date	Proposed Completion Date	Owner Comments	Approved	Abated	Overdue
EL009	90-09(A)	Electric service is off - restore immediately		08/02/2023			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC140	20-14	Refuse containers are not stored properly	at rear	08/31/2023			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC284	19NYCRR(1225)906.2	Fire Extinguisher requires an updated inspection	102 Kitchen	08/31/2023			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Violation due dates are based on the severity of the specific violation. They can be as little as 1 day in the case of serious health and safety hazards or up to 30 days after the original citation date.



The Importance of the Work Schedule



- Along with the Notice & Order that is mailed, your online account will allow you to review your open cases and violations.
- If you anticipate barriers to resolving the cited violations, and having a re-inspection completed, by the due date:
 - You can submit proposed completion dates (a Work Schedule) for review and approval
 - This will allow you to demonstrate that you are working towards compliance without a penalty being reflected in your score or an escalation of enforcement and ticketing
- Communication: If the owner or manager is not present when the violation has been cited, every attempt will be made to communicate what has occurred, what is expected and the next steps with enforcement.
- This is why the BOR contacts are so important!



Proposing Completion Dates



- **Guidelines:**

- Proposed completion dates for 1, 5, or 10 – day violations must be within 1 month from work schedule submission
- Proposed completion dates for all other violations must be within 90 days (3 months)
- Supporting documentation can help to justify delays
- Once a work schedule has been approved, your proposed completion dates become the new due dates for each violation.

- **Reasonable timeframe adjustments:**

- There is an obvious attempt to mitigate the violation(s):
 - Re-inspection findings or pictures showing progress
 - The tenant has been in contact with city staff and is happy with progress
- Alternative dates of completion can be acceptable if there is a substantiated and documented reason, such as:
 - Proof of materials and or equipment on order
 - Proof of contract/start date schedule with contractors
 - Proof of eviction court date



Updating and Maintaining a Work Schedule



- If you are unable to meet the new approved dates, your work schedule may be revoked. Once revoked, all open violations will revert to their original due date and may be considered overdue.
- Please remember it is the responsibility of the property owner or their designated manager to fix code violations and reach out to the City to complete a re-inspection in a timely manner
 - Re-inspections must be scheduled with at least 7 days notice
- Open communication between the CE staff and property owners or managers is critical



Further Documentation and Contact



- For further guidance and instructions please visit the City page: www.CityofRochester.gov/CivicsPortal
- For technical support please email: CivicsTechSupport@CityofRochester.gov
- Inspector Contact Info- Use the **Who's My Inspector app** here: www.CityofRochester.gov/NBDMaps



Break

Until 3:20 p.m.

Bathroom Location:

Return to Main Atrium
Turn Left, Down the Hall



New and Updated Landlord/Tenant Programs

Pierre Dorancy

Director of Leasing Operations
Rochester Housing Authority

Maria Sharp

Community Choice Program Manager
The Housing Council at PathStone



WHO WE ARE

- The Housing Council at PathStone was founded in 1971 and serves to increase successful homeownership and tenancy experiences for low- to moderate-income residents in Monroe County and surrounding counties. Grant programs are administered for local municipalities, New York State, private foundations, and federal programs.



Programs and Services

- Housing Hotline 5 days a week 9AM-12PM
- Rental Registry updated twice a week
- Housing Provider Training
- Tenant Education
- First Time Homebuyer Services
- Pre and Post Purchase Education
- Foreclosure Prevention
- Reverse Mortgage Counseling (HECM)
- Fair Housing Education
- Department of Human Services Inspections



Community Choice Demonstration Program



•The Rochester Metro is one of only eight communities around the country selected to participate in this demonstration

•The program is set up as an experiment to learn how to best help families with vouchers find and maintain housing in Opportunity Areas



CCD: Services for Participating Families



Pre-move coaching and training to help families make successful moves and be successful tenants in their new community



Post-move support to help ensure a smooth transition in the new neighborhood



Support with **searching for properties** and making positive connections with property owners



Move-related **financial assistance**: application fees, moving stipend, security deposit assistance, and others



CCD: Benefits for Property Owners



The Rochester Housing Authority pays their portion of the rent through direct deposit to your bank account.



Lease-up bonus: Signing bonus of 50% of month's rent for each tenant leased in an Opportunity Area



Support with **searching for properties** and making positive connections with property owners



Move-related **financial assistance**: application fees, moving stipend, security deposit assistance, and others



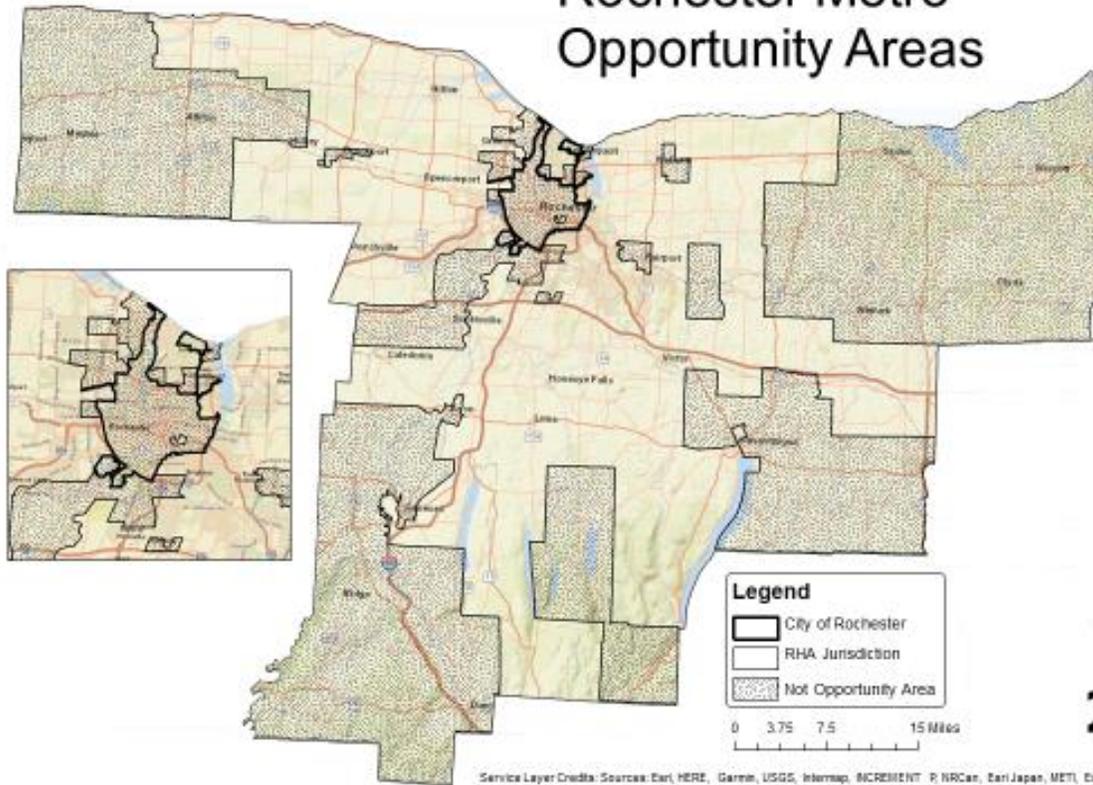
TYPICAL CCD PARTICIPANT

- The Majority of CCD families are primarily seeking a great neighborhood to call home.
- Families are also looking to move into safer neighborhoods.
- Many families participate because they have children who excel in school and want them to be in a high-performing school district where their kids can feel challenged and receive a good education.



CCD: Opportunity Areas

Rochester Metro Opportunity Areas



2

Some Opportunity Areas include:

- Greece
- Irondequoit
- Hilton
- Park Avenue
- West Henrietta
- Rush
- Honeoye Falls
 - Avon, Mendon, Gates, N. Chili, Ogden, Spencerport
- Webster, Pittsford, Penfield, Brighton, East Rochester, Brockport, Churchville, Albion, Holley, areas of Wayne County, Ontario County and Livingston County.

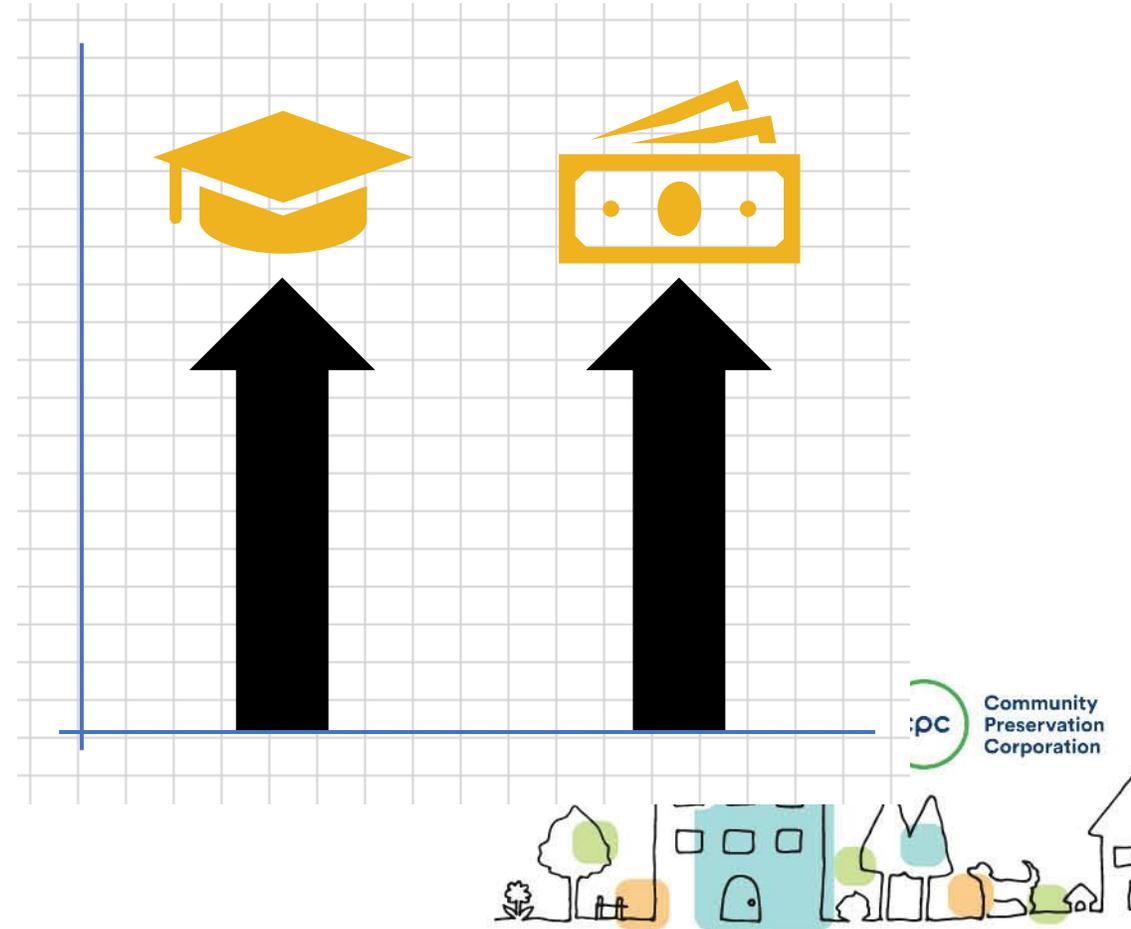


CCD: Long-Term Benefits for Children

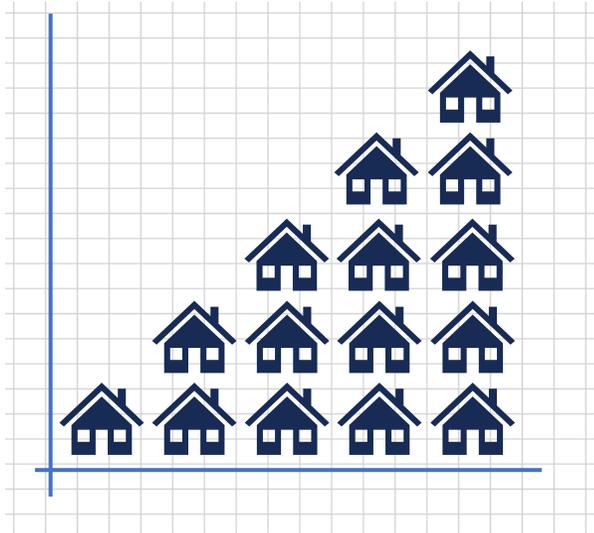


A major study found that young children who moved from public housing to lower-poverty areas with an HCV had greater educational outcomes and higher earned income as young adults than young children who did not.

<https://www.cbpp.org/sites/default/files/atoms/files/3-10-14hous.pdf>



CCD: Long-Term Benefits for Adults



A related study found that adults who moved from public housing to lower-poverty areas with an HCV experienced better health and mental health outcomes than those who did not.



WHO IS ELIGIBLE FOR THE CCD PROGRAM

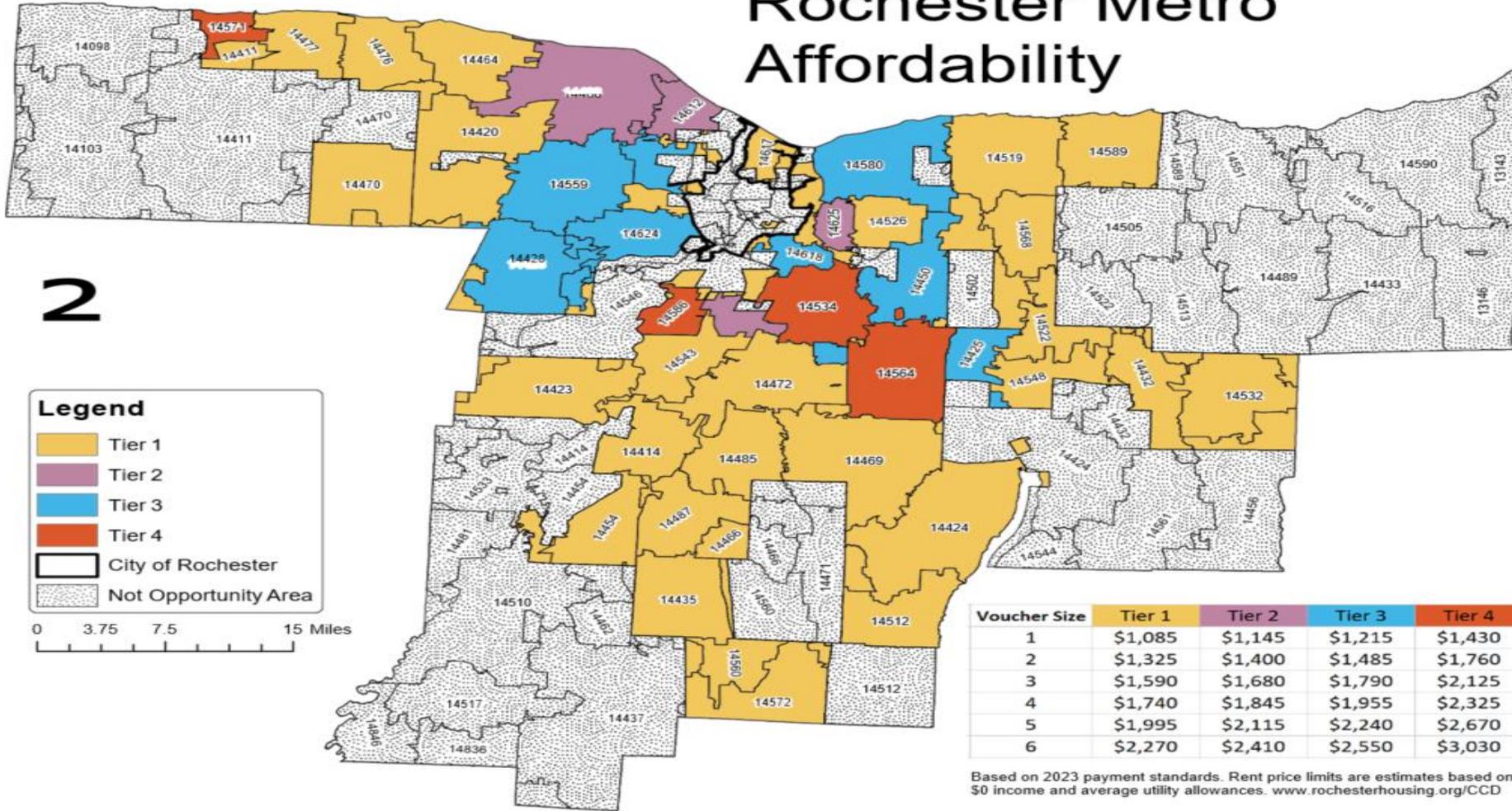
Family can be eligible if:

- They have a voucher from the Rochester Housing Authority *and*
- They have at least one child in the household age 17 or younger.
- A small number of families from the current RHA Housing Choice Voucher waitlist are also being invited to participate through invitation only.
- **Important note:** Many families wait for years to be pulled from the waiting list at the Rochester Housing Authority. The voucher program is not an entitlement program, so many families who qualify never receive a voucher.



CCD: Rents in Opportunity Areas

Rochester Metro Affordability



The Housing Choice Voucher (HCV) Program History



- Program began in 1974
- Offsets the cost of renting a home on the private market for low-income families
- Rebranded in 1998 to be called the “Housing Choice Voucher” program
- Federally funded and locally administered by Public Housing Agencies (PHAs)



The Housing Choice Voucher (HCV) Current Status



- The federal government's largest direct rental subsidy program, housing nearly 2.3 million families in the United States
 - RHA currently serves about 9,540 families.
- Targeted to very low-income people measured by the area median income
- Primarily serves the elderly, people with disabilities, and families with children
 - Most work-able families with vouchers are employed
- Households receive voucher and rent homes on the private rental market
- Rental ceilings and housing quality stipulate the rent price
- Families typically pay between 30-40% of their income towards the rent, the PHA pays the rest



Lease-Up Process for Landlords



Family Selection



Housing inspection
and rent
determination



Sign leasing documents



Receive payments



Family Selection



- Families interested in your unit will submit an application
- Review the applicant's background as you would other applicants
- Select the applicant the meets your qualifications
- Complete the Request for Tenancy Approval paperwork and submit it to the housing authority
 - Proof you own the unit
 - Identifies who pays for utilities
 - Appliances included in the rent



Family Obligations



The Family Obligations:

- The family must supply any information that RHA requires to determine that the family is eligible for the program.
- Requesting proper approval from RHA when adding someone to the household.
- All information supplied must be true and complete.
- The family may not own the unit or sublease the unit.
- The family may not engage in any drug related or violent criminal activity.



Housing Inspection and Rent Determination



- The Rochester Housing Authority will complete a basic health and safety inspection
- The inspection is typically scheduled within 5 days after paperwork is submitted
- The housing authority will confirm that the rent price is reasonable for the area and the type of unit, and affordable for the tenant



Sign Leasing Documents



- Owner and the tenant sign the lease
- Owner and the housing authority sign the Housing Assistance Payments (HAP) contract



Receive Payments



- Receive lease-up bonus from the program after paperwork is submitted
- Receive monthly rent payments from the housing authority and the tenant

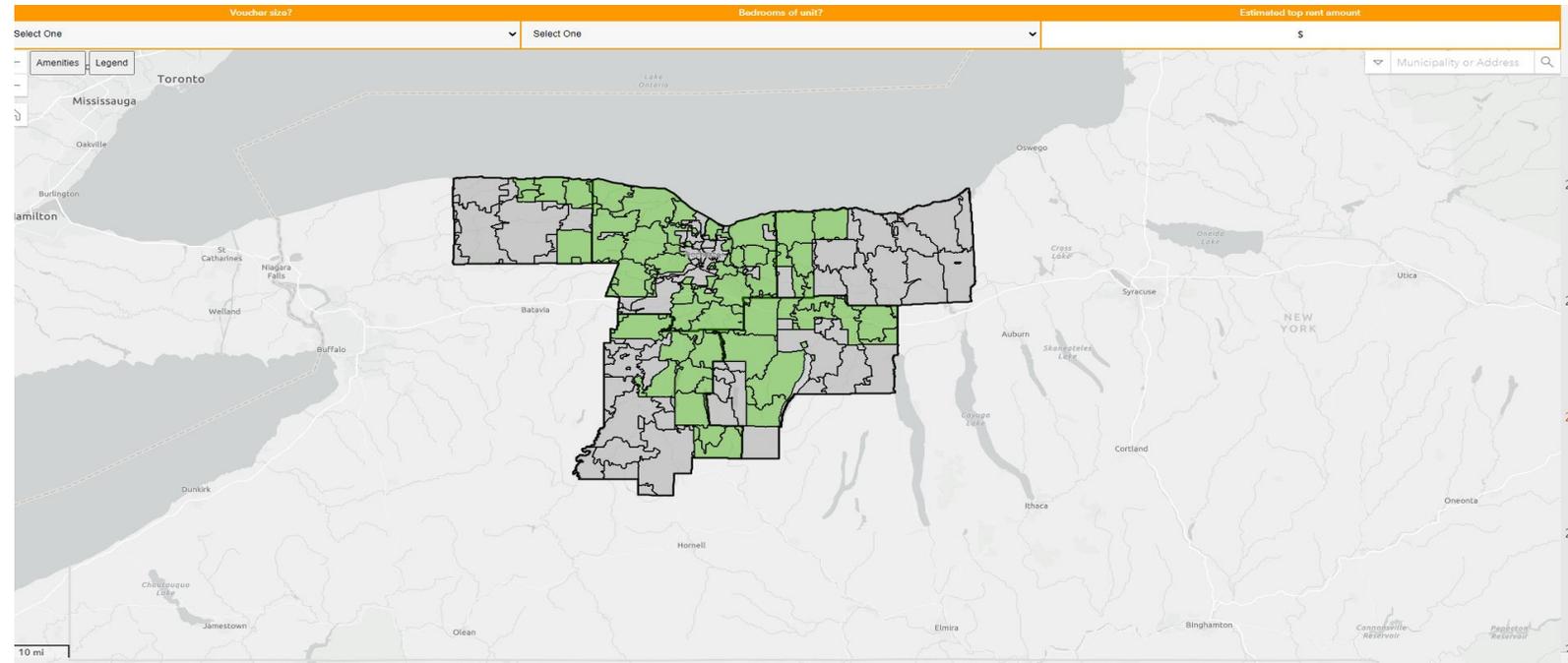


CCD: Address Locator Interactive Map



I might have a property in an Opportunity area. How do I find out?

<https://www.thehousingcouncil.org/comm-choice-demo>



This program is only possible through partnerships with property owners like you!

Participant quotes:

- I never knew it was possible for my family to move into a nicer and safer community with the HCV. I'm so grateful I was chosen for this amazing opportunity.
- So grateful for all the support the CCD team provided. I know live in a great community with great schools for my children.



Zoning Updates

Matthew Simonis

Manager of Zoning

Department of Neighborhood and Business Development



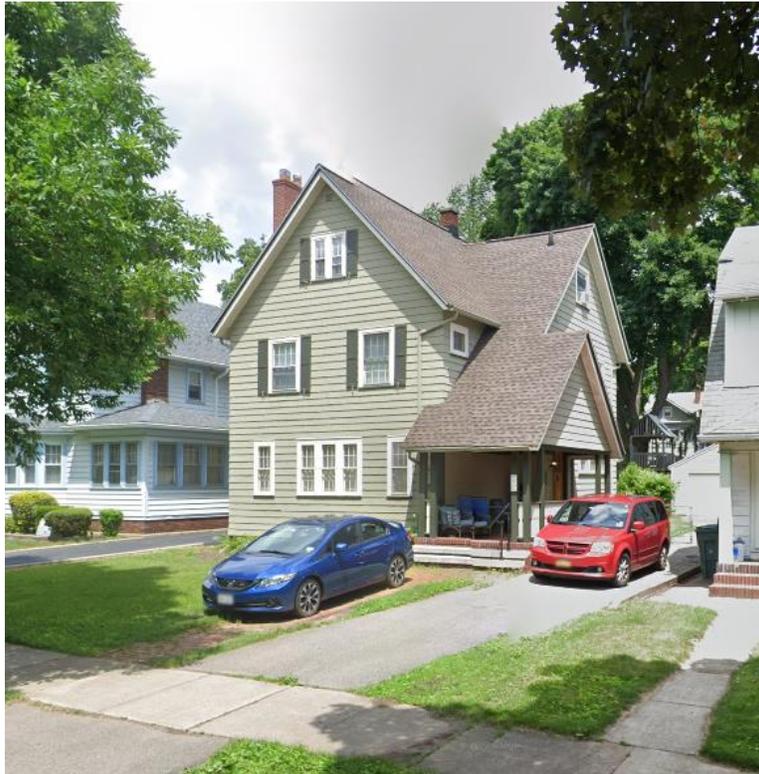
Purpose of Zoning

- Protect the established character and the social and economic well-being of both private and public property.
- Promote, in the public interest, the utilization of land for the purposes for which is most desirable and best adapted.
- Prohibit uses, buildings and structures incompatible with the character of established districts.

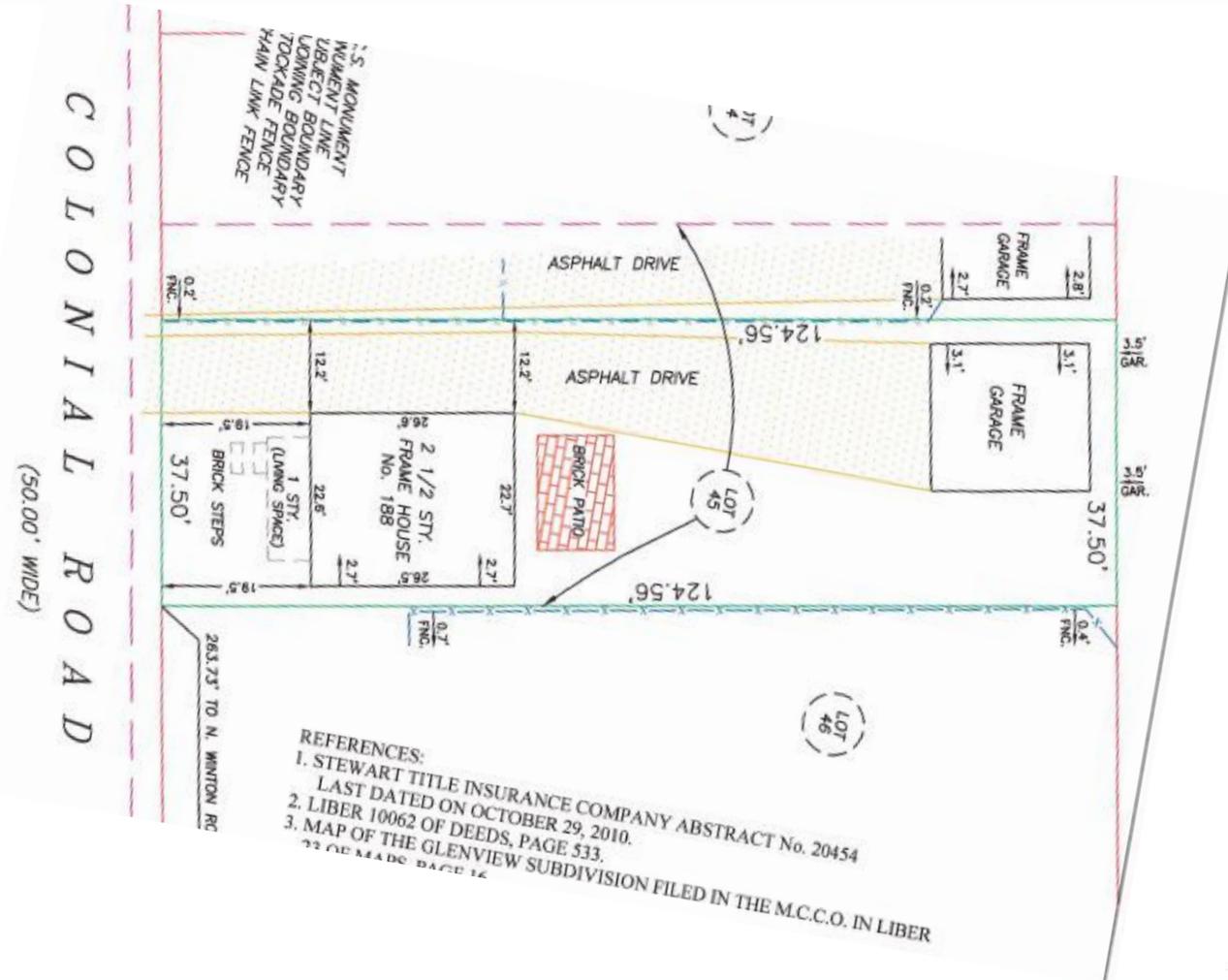


Common Zoning Related Issues

- Front yard parking



Common Zoning Related Issues (continued)



Common Zoning Related Issues (continued)

- Lot coverage
- Illegal/unpermitted dwelling units
- Illegal/unpermitted signs



Zoning Alignment Project (ZAP)



- Rochester is updating its Zoning Code and Zoning Map!
- www.RochesterZAP.com



Rochester 2034 *Moving Forward*

