

From: [Sarah Wilson](#)
To: [Maura Weissleder](#); [Adam Rodriguez](#)
Subject: Re: Affordable Housing Management Services Request for Proposals
Date: Sunday, November 16, 2025 7:29:04 PM

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Hi Maura, sorry for my delay in replying. I've added my responses below. Appreciate if you can forward this to CHI on Monday. Thank you.

- Is there a pipeline or max or ballpark figure on number of units / buildings / projects that would come through this contract? REPLY: We currently have a very small affordable housing inventory in Yorktown, consisting of 13 affordable home ownership units and two affordable rental units. In the pipeline are at least 7 more rental units.
- Is there a timeline for program implementation? REPLY: Two affordable rental units are currently vacant and we would like to work with the owner / landlord to qualify and certify tenants for those two units asap. We have 5 affordable rental units that should have been administered under the affordable housing program but are likely non-compliant. We will need to determine eligibility and if non-compliant, work with the owner / landlord to certify compliant tenants at lease expiration dates.
- Are tax credit certifications part of eligibility determinations? REPLY: Sorry, I am not familiar with that topic.
- Are there existing programs / entities doing this work? REPLY: All work up to now has been done by the all-volunteer Yorktown Community Housing Board.
- What are the terms of the contract with regard to duration and budget authority? REPLY: I would defer to our Town Attorney on the topic of duration; I would think that we would want to enter an agreement for at least two years in order to realize the benefits of setup, transition and implementation activities over a period beyond the initial year.
- What are the root sources of funding for this contract? Federal? State? County? REPLY: The funding source for this contract is the Town's Affordable Housing Trust Fund, which was established when the Town had mechanisms that required private developers to contribute to the Fund. There is approximately \$400,000 in the Fund currently.
- Under this contract, will contractor function as a behind-the-scenes processor or the face of this program on behalf of the Town and YCHB? REPLY: As we have not worked with an agency such as CHI previously, we don't have a model, but our expectation is that YCHB would remain the "face", but we would rely heavily on CHI to perform the administrative duties outlined in the RFP. The responsibilities of the YCHB are: (a) The annual review of the implementation of Town code Section 300-39 and the recommendation of changes in these provisions where necessary. At the request of the Community Housing Board, the Yorktown Town Board may ask the County of Westchester to carry out the administrative duties specified herein, or may engage other government or not-for-profit agencies to perform such duties, and may authorize expenditures from the Yorktown Affordable Housing Trust Fund to pay, if necessary, for the performance of those duties. (b) The calculation of eligible incomes and resale prices. (c) The certification of the eligibility of all households applying for the purchase or rental of affordable housing and the annual recertification of each applicant.
- Is there a closing date for questions? REPLY: I would defer to our Town Attorney or Town Clerk on this topic of closing date for questions.

We would appreciate if your proposal could specify unit pricing for:

- Cost of fair and affirmative marketing when new lists must be established or when

existing lists must be updated upon request

- Cost of performing a lottery upon request to establish the order of a waiting list
- Annual cost of maintaining the affordable homeownership waiting list
- Annual cost of maintaining the affordable rental waiting list
- Unit cost of eligibility screening per household when there is an available unit
- Annual cost of Liaison with the Owners and Town of Yorktown

Thank you,
Sarah Wilson,
Chair, Yorktown Community Housing Board

On 11/7/2025 3:18 PM, Maura Weissleder wrote:

Below are questions from a prospective responder to the above-referenced RFP. I'm hoping either of you could answer them. Please send all responses to me directly and I will forward to the vendor. I've attached a copy of the RFP for your reference.

“My name is Vivian Louie am reaching out about the Affordable Housing Management Services RFP on behalf of Community Housing Innovations, Inc. We will be submitting a proposal and would like to get some clarity on details below. If possible, we would love to set up a call to go through the questions. Thank you much!

1. Is there a pipeline or max or ballpark figure on number of units / buildings / projects that would come through this contract?
2. Is there a timeline for program implementation?
3. Are tax credit certifications part of eligibility determinations?
4. Are there existing programs / entities doing this work?
5. What are the terms of the contract with regard to duration and budget authority?
6. What are the root sources of funding for this contract? Federal? State? County?
7. Under this contract, will contractor function as a behind-the-scenes processor or the face of this program on behalf of the Town and YCHB?
8. Is there a closing date for questions?

Thank you much!”
Vivian

<image001.jpg>

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