

The Lace Mill Frequently Asked Questions (FAQ)

Q: I read that you'll be taking applications, is this true?

A: Yes! The Lace Mill is officially accepting housing applications for its initial occupancy during a 45-day acceptance period beginning February 15 through March 31, 2015. Applications received after March 31 will be considered in chronological order after the original application lottery pool is exhausted.



Q: How do I get an application?

A: Applications, in both English and Spanish, are available

- online at www.rupco.org,
- in person at RUPCO Office, 289 Fair Street, Kingston, NY 12401
- by mail following a phone request (call our Property Management office at (845) 331-2140, ext. 237)
- by email request (email LaceMill@rupco.org and type **REQUEST for LACE MILL APPLICATION** in the subject line. Include your name, phone number, and mailing address in the body of the email.)

PLEASE NOTE: *At this time we cannot accept electronic submissions. You must return your completed, signed application in person or by mail.*

Q: If I get my application in on February 16, will I be first in line?

A: No. There is no benefit to submitting your application early. Applications collected during the 45-day acceptance period will be reviewed for completeness and to determine eligibility. Upon such determination, applicants will be entered into a lottery. Then, in lottery selected order, we will process each application according to our standard procedures, including verification of income, credit, criminal, and rental history background checks, and commitment to the arts.

Q: What is the definition of an artist?

A: Artist shall be defined as:

- A person who works in, or is skilled in, any of the fine arts, including but not limited to, painting, drawing, sculpture, book arts, printmaking and mixed-media.
- A person who creates imaginative works of aesthetic value, including but not limited to literature, poetry, photography, music composition, choreography, architecture, graphic design, film, video and digital arts.
- A person who creates functional art, including but not limited to metal, textiles, paper, wood, ceramic, glass or plastic objects.
- A performer or theatrical artist, including but not limited to, singers, dancers, musicians, actors, performance artists; costume, lighting, sound, and set designers.
- In all art disciplines, a designer, technician, craftsman, teacher or administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

Q: Do I have to be an artist to live at The Lace Mill?

A: While anyone may apply, preference for all 55 units will be given to artists. Non-artist applicants will be asked to sign Artist Preference Criteria Acknowledgement Form, acknowledging that they fully understand that although they appear to be eligible based on information provided during application, they will be placed on a wait list. All qualified artist applicants are placed in housing first. The waiting list continues to accept applications after April 1; qualified artist applicants will always be given preference over qualified non-artist applicants on the wait list. Only when the wait list of artists is exhausted and marketing efforts to recruit artists have proven futile, will we consider eligible, non-artist applicants in chronological order.



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Q: How does The Lace Mill determine who is an artist?

A: An Artist Selection Committee meets with pre-qualified prospective tenants and their families, to determine their level of commitment to the arts, community, and their art form. The selection committee does not judge the artist's work. An interview is conducted, scored by interviewers and average scores are ranked for selection. We define the term "artist" broadly (see above) to encompass a wide variety of creative pursuits and we are committed to attracting creative individuals and families from diverse artistic and cultural backgrounds.



Q: I don't make any money from my art. Can I still apply?

A: Yes, An artist's creative work need not provide the primary source of income as it is often customary for artists to work in another field to support themselves and their art form.

Q: I make a reasonable amount of money from my art. Do I report that as part of my income in addition to my day job?

A: If your creative work is a source of income, it must be reported and counted.

Q: My 9-year-old son is showing artistic abilities and has placed in several local art festivals. He considers himself an artist. Does the artist have to be the head of household?

A: The artist in residence does not have to be the head of household, but must be an adult (18 or over). Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference. Artists must demonstrate their commitment to the arts and The Lace Mill creative community.

Q: I draw, paint, write, and am a musician. Which art should I apply under?

A: Remember the test: You must demonstrate that you are actively engaged in your art form AND you must speak to what you will contribute to The Lace Mill artists' community. Active engagement should guide the artist as to what they present. Include an artistic resume or narrative; however you don't have to cite only one art form.

Q: Should I submit artwork samples on a CD/DVD along with my artist resume as part of the application? Will those be returned to me afterwards?

A: No. Artwork samples on CD, DVD or website links are welcome as part of the Artist Selection Committee interview process. Due to the number of applicant submissions, all materials submitted for consideration will not be returned.

Q: Do I have to submit additional artwork samples with my artist resume?

A: No. But you will be asked to demonstrate your commitment to your art form before the Artist Selection Committee.

Q: Can I move in with my two cats?

A: We do allow one Common Household Pet with a strictly enforced Pet Policy. There will be no exceptions allowing more than one pet. *Common Household Pet* includes: cat, dog, caged bird, fish tanks (no more than 15 gallons), and turtles. For insurance purposes, the following breeds will NOT be permitted at any time: German Shepherd, Staffordshire Terrier (Pitt Bull), Rottweiler, Presa Canario, Chow-Chow, Shar-pei, Doberman, Wolf Hybrids, or any mix of these breeds will not be permitted. Also, wild, exotic, non-domesticated or dangerous animals are not permitted. You will be found in violation of your lease agreement if wording such as "mixed breed" or "mutt" on the Pet Addendum is later determined to be one of the breeds listed above (or a combination of them). As a pet owner, you must accept full responsibility for your pet. The ability to have a pet is considered a privilege and not a right. A \$350 Pet Deposit is required in addition to your rental security deposit. All pets must have the appropriate licenses and vaccinations, as required by county or state law.



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Q: Can I live at The Lace Mill with my boyfriend?

A: Yes, all household members must be disclosed on the application. You will be assigned unit size based on the number of people in your household. (See chart.)

Q: Would I qualify if I make around \$15,000 a year?

A: According to HUD, families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. An estimated 12 million renter and homeowner households now pay more than 50 percent of their annual incomes for housing. In an effort to keep housing costs affordable and in conjunction with state guidelines, we will allow a tenant to pay up to 48% of their gross income in housing costs. For a single individual, using the lowest rent for The Lace Mill, an applicant must have a gross annual income of at least \$15,625, to meet this requirement. This is the minimum income. Applicants with incomes lower than \$15,625 shall be considered “extremely cost burdened” and will be rejected. If you have rental assistance, like the Housing Choice Voucher Program or similar subsidies, you are not required to meet the minimum income standard and may apply.

Q: What is Area Median Income (AMI)?

A: AMI changes every year and varies from county to county. For 2015, the Ulster County Area Median Income is \$75,200 for a family of four. Sixty percent of the Median for that same family of four would be \$45,120. For eligibility purposes, your gross income for all household members combined must be at or below 60% of the Area Median Income (AMI) based on your family size. Use the chart below to determine if you are eligible. **(AMI revised 3/11/15)**

Area Median Income (AMI): For eligibility purposes, your gross household income must be at or below 60% of the Area Median Income (AMI) to be considered for this type of housing. **(AMI revised 3/11/15)**

#Household Members	1	2	3	4	5	6
60% AMI →	\$31,620	\$36,120	\$40,620	\$45,120	\$48,780	\$52,380
50% AMI →	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650

Minimum Income Requirement: Gross household income must be at LEAST \$15,625 per year to qualify. If you have rental assistance through Housing Choice Voucher Program, you are not required to meet the minimum income.

Q: I’m really confused; I’m single. How much income would I need to be income eligible for a Lace Mill rental?

A. A single person earning between the minimum income required of \$15,625 and the 60% AMI income of \$31,620 is eligible to apply. **(AMI revised 3/11/15)**

Q: My wife and I each need our own office space; can we rent the 3-bedroom unit?

A: No. The 3-bedroom unit is available for households with 3 to 6 people.



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Q: I'm single and want a separate space for my drum set. Can I rent the 2-bedroom unit?

A: No. Two-bedroom units are available to households with 2 to 4 people.

Unit Size	# of units	Starting Rent:	AMI	# of residents living in unit
Studio	5	\$576	50%	1
1-bedroom	7	\$605	50%	1 - 2
1-bedroom	25	\$730	60%	1 - 2
2-bedroom	17	\$876	60%	2 - 4
3-bedroom	1	\$1,042	60%	3 - 6

Q: I'm a local artist, though not really well known because I tend to be shy about my artwork. I'm self-employed and run a business where I hand-paint wine glasses and sell them on Etsy. Can I sell from my apartment?

A: Tenants conducting an online business may do so; however, no commercial exchanges are permitted from your apartment. For example, you cannot use your apartment as a retail outlet, open Monday through Friday 9 a.m. to 5 p.m. Tenants are required to use the premises for residential purposes only. Solicitation of any kind, by guests or tenants, is prohibited at all times. Unless expressly permitted by Landlord in writing, tenants shall not display any signs, flags, pennants, placards, advertisements, notices, pictures, ornaments, stickers, handbills, or other lettering so as to be visible on the outside of the unit, the building or collectively, the Property.

Q: What is a Resident Council?

A: This is a group of residents who will meet to discuss and coordinate resident needs, a self-governing body similar to a homeowners association that will influence The Lace Mill policies, gallery exhibits, etc. with the consent of the building owner/Landlord, RUPCO.

Q: Who is RUPCO?

A: RUPCO, the Hudson Valley region's leading provider and advocate of quality, affordable housing and community development programs, provides opportunity and revitalizes neighborhoods by creating homes, supporting people and improving communities. RUPCO's Property Management division oversees 15 properties in the Hudson Valley region providing housing and services to nearly 400 residents, the majority of them seniors and residents with special needs. This is RUPCO's second undertaking with affordable housing with an artists' preference; Woodstock Commons was RUPCO's first project which is currently fully occupied. For more information about The Lace Mill and RUPCO programs and services, visit www.rupco.org.

RUPCO's main offices are located at 289 Fair Street, Kingston, NY 12401. Phone number is (845) 331-2140.

ADD-ONS 2/20/15

Q: Is there a designated smoking area?

A: The entire property is designated as nonsmoking. We encourage you to apply. If you really want to live at The Lace Mill, you may decide to change your lifestyle to be a part of this historic leap into creative placemaking. It's your choice. The good news is you have a few months before you have to make a final decision about either. But if you start kicking the smoke habit now, you'll have those months to master your new habit. You've got time to decide... First comes the application, then the lottery, then the income eligibility and background checks, once you get through those it's on to the artist interview.

Q: Who is on the Artist Selection Committee?

A: The final committee will be announced on or about April 1st prior to the interview process.



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Q: Will it be possible to see the units prior to accepting?

A: Units will be available to view before acceptance, but obviously not before application deadline. We hope to have enough construction measures complete and approvals in place so that we can bring folks on site in June.

Q: Are there electronic submissions?

A: Because HUD requires an original signature on the documents you are submitting, we are not accepting online electronic submissions. You can mail your application packet it or drop it off: RUPCO, 289 Fair Street, Kingston, NY 12401.

ADD-ONS 3/4/15

Q: What are the sizes of the apartments?

A: Nearly every unit is unique. Square footage varies and some apartments, because of their large windows and expansive views, feel much bigger than they actually are. Below is a table of apartment size ranges.

Unit Style	Square footage
Studio	509 to 632
1-bedroom	691 to 1350
2-bedroom	990 to 1227
3-bedroom	1599

Q: Are there floorplans available to review?

A: Yes, these are available for review online at <http://rupco.org/the-lace-mill-floor-plans/>.

Q: Is there going to be a tour of the apartment you'll be getting?

A: At this time, The Lace Mill is not open to the public for touring as it is still classified as a construction site. Once the building is safe for a tour, we will hold one for applicants. Get your application in by March 31 to be a part of the lottery and The Lace Mill tour.

Q: Will there be a virtual tour to view online?

A: We've created this virtual tour that shares the architect's vision for The Lace Mill.
<http://video214.com/play/UIU4NX5xT7gwngDe725GoA/s/dark>

Q: After I move in, what if my income rises above the maximum AMI?

A: Each year, the Property Management team reviews your finances with you. You will not be kicked out if your income improves; we hope it does. However, your rent may be adjusted upwards slightly but will remain in line with the affordable housing mandates.

Q: Is there an elevator?

A: There are three elevators, two for residential use. The third is a freight elevator for maintenance use.

Q: Are there laundry facilities?

A: Yes, each floor has a laundry room with credit-card-swipe machine. Washers and dryers are not permitted in individual units.

Q: Will the Lace Mill have accommodations or work studios for artists such as wood craftsmen, sculptors, musicians, etc.?

A: Yes, there are several collaborating spaces like the Boiler Room, an 800 square-foot co-creation studio for artists to work together on projects, and 8,000 square feet of gallery space throughout the building. There are also resident innovator lounge, a creative hub where you can meet up with others to brainstorm new projects. Because of the residential nature of the building, certain art forms cannot be practiced in the building such as welding and machinery-based sculpting. Also, most apartments have enough room for part of the living space to be used as studio space.



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Q: The 50% and 60% AMI is not very affordable, especially if the utilities are not included.

A: Depending on the unit size, utility expenses are estimated to run \$45 to \$80 per month, depending on unit size.

Q: The Lace Mill's Pet Policy is pretty strict. Is there any wiggle room?

A: Again, get your application in by March 31 and worry about the minor details after your artist interview. RUPCO is not looking to make it difficult to place artists in The Lace Mill. It is however a large residential facility and some policies are in place to ensure the health, welfare and safety of all residents.

That said, RUPCO reviewed its Pet Policy in light of recent requests. Those changes are reflected in the latest version of [the Tenant Selection Process pdf](#). At this time, there is no animal weight restriction (previously 25 pounds or less); however certain dog breeds will still be restricted.

Q: With lofty ceilings, it sounds expensive to heat. Is that included?

A: Tenants are responsible for their electricity, cable and telephone bills. However, RUPCO renovated The Lace Mill with Energy Star-rated appliances and construction standards. We also did extensive energy analysis of The Lace Mill, incorporating insulation and building materials that would improve energy efficiency throughout, without compromising and deteriorating the 100+-year-old structure. Estimated tenant energy costs will range from \$49-\$89 per month, depending on the unit size. This expense is in line with area market rentals.

The Lace Mill is heated and cooled by a high efficiency water-source heat pump system. Each apartment has an independently controlled heat pump and a high-efficiency Energy Recovery Ventilator (ERV) which supplies tempered fresh air while exhausting stale air from very apartment. (Each tenant is independently metered for electricity and is responsible for the heat pump and the ERV.)

These systems work together to provide an energy-efficient solution to heating, cooling and ventilation affording greater tenant comfort and lower operating costs. All equipment within the residential wings is powered electrically and requires no combustion of fossil fuel. The water loop, during heating mode, is warmed by high-efficiency natural gas boilers located in the central mechanical room. During cooling mode the water loop is cooled by a cooling tower located in the rear courtyard. The landlord is responsible for the natural gas fired boilers, the cooling tower and all common area heating, cooling and ventilation throughout the building

Q: Where is The Lace Mill located in Kingston? I can't find it anywhere on the website.

A: The Lace Mill address is 165 Cornell Street, Kingston, at the corner of South Manor, Progress and Cornell Streets. It's located across from Darmstadt Garage Doors, Cornell Street Studios and the railroad crossing.

Keep those questions coming to LaceMill@rupco.org. Thanks for checking back.



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