



**Homes and
Community Renewal**

NYS HOME Local Program

**Homebuyer Assistance
With or Without Housing Rehabilitation
Technical Assistance Webinar**

November 17, 2016

Welcome and Introductions

**Ann M. Petersen, Director
(Albany Regional Office)
ann.petersen@nyshcr.org**

**Stephanie Galvin-Riley, Assistant Director
(Albany Regional Office)
stephanie.galvin-riley@nyshcr.org**

Program Managers:

**Caillin Furnari (Albany Regional Office)
caillin.furnari@nyshcr.org**

**Richard Baldwin (Syracuse Regional Office)
richard.baldwin@nyshcr.org**

**Emma Watson (Buffalo Regional Office)
emma.watson@nyshcr.org**



Welcome and Introductions

Finance and Administration (Albany Regional Office)

Alex Smith, Manager of Finance and Compliance

alex.smith@nyshcr.org

Articia Hill, Administrative Operations - IDIS Assistance

articia.hill@nyshcr.org

NYS Homes and Community Renewal website:

www.nyshcr.org



**Homes and
Community Renewal**

Agenda

- **Timeline & Technical Assistance**
- **Admin Plan Program Description**
- **General Program Administrative Requirements**
- **Project Requirements**
- **Financial Management Requirements**
- **Housing Rehabilitation**
- **Q&A**

Timeline

Application Deadline: December 16, 2016 - 4:00 PM

Award Announcement : estimate February, 2017

Contract Execution: estimate June, 2017



Technical Assistance

**General Application Technical Assistance Webinar (& recording)
available on HCR website next week.**

**Activity Specific Application Technical Assistance Webinars
per the table below:**

HOME Local Eligible Activity	Activity Specific Webinar Date & Time
Homeowner Housing Rehabilitation With or Without Rental Units	Thursday, 11/17/16 - 9:30-10:00am
Homebuyer Purchase Assistance With or Without Housing Rehabilitation	Thursday, 11/17/16 - 10:30-11:00am
Manufactured Housing Replacement	Thursday, 11/17/16 - 11:30-12:00pm
Homebuyer Development Projects	Friday, 11/18/16 - 9:30-10:00am
Rental Rehabilitation Program	Friday, 11/18/16 - 10:30-11:00am
Tenant Based Rental Assistance (TBRA)	Friday, 11/18/16 - 11:30-12:00pm



Administrative Plan

Homebuyer Assistance

With or Without Housing Rehabilitation



Homebuyer Assistance

(Closing Costs and Down Payment Assistance)

- Funds may be used to assist a homebuyer to provide down payment and/or closing cost assistance to purchase a single family (1-4) unit, non-HOME assisted existing home or newly constructed home.

Maximum Award up to \$400,000

Maximum Per-unit up to \$40,000



Homebuyer Assistance With Housing Rehabilitation

(Closing Costs, Down Payment & Funds for Housing Rehabilitation)

- Funds may be used to assist a homebuyer to provide down payment and/or closing cost assistance and funds for housing rehabilitation, to purchase a single family (1-4) unit, non-HOME assisted existing home. The housing rehabilitation must be complete within 6 months of purchase by the homebuyer.

Maximum Award up to \$600,000

Maximum Per-unit up to \$60,000



Requirements

- LPAs may assist HOME eligible applicants making less than 80% of Area Median Income (AMI).
- There is no requirement that the applicant be a first-time homebuyer, however, the applicant must not own a home at the time of application for assistance.
- If the LPA is going to assist homebuyer properties with rental units, Chapter 4 of the Admin Plan applies and the questions must be completed by the Applicant. If the program will not serve properties with rental units, Chapter 4 does not apply.



General Program Administrative Requirements

Budget

Q5

Describe the typical amount of HOME funds to be invested per unit for direct homebuyer assistance (down payment and/or closing costs).

Q6

If housing rehabilitation is included, describe the typical amount of HOME funds to be invested per unit for housing rehabilitation.

Answers limited to 200 characters

- 1. Is the budget reasonable?*
 - 2. HTFC compares applicant costs by budget line item and service area.*
- 1. LPAs need to “right size” the assistance, every homebuyer will not need the same amount of assistance, only fund what is needed to close the deal affordably. An additional \$10K down on the price makes a minimal difference in the monthly payment and the homebuyer is still within qualifying ratios with the \$20.00 increase. Use the \$10K to assist another homebuyer.*



Schedule

Complete the following 8 quarter plan for unit production:

Period	Estimate # of homebuyers qualified for assistance	Estimate # of units Sold/Transfer of Title	Estimate # of units completed in IDIS	Estimate total HOME expenditures
Quarter 1				
Quarter 2				
Quarter 3				
Quarter 4				
Quarter 5				
Quarter 6				
Quarter 7				
Quarter 8				
TOTALS				

- Please note the first column heading “Estimate # of homebuyers qualified for assistance” is not correct in the Admin Plan” it says “Estimate # of Units Acquired.”*
- Does the application demonstrate capacity to meet the schedule?*

Documenting Staff Hours Tied to Specific Units

Q9

Describe how staff time will be charged and how the LPA will document staff hours tied to specific units.

Answer limited to 500 characters

- 1. This is about getting paid for staff costs of project delivery: describe the timesheet system and how staff will allocate time to specific units*
- 1. Describe the documentation the LPA will submit when requesting payment for staff costs of project delivery*
- 2. Make sure the staff hourly rate is not excessive*

Affirmative Marketing and Minority Outreach

Q12

Please describe in detail, the LPAs Affirmative Marketing Plan for this program.

Answer limited to 6000 characters

Each LPA HOME-funded program must have and follow an affirmative marketing plan and must define the affirmative marketing procedures that will take place to provide information and otherwise attract eligible persons in the program service area to the available assistance without regard to race, color, national origin, sex, religion, familial status or disability.

- 1. Read section 1.4.1: Affirmative Marketing and Minority Outreach before answering this question*



Written Agreements & Legal Documents

Q 14

Describe how the LPA will incorporate the HTFC note and mortgage terms and conditions into the program materials.

Answer limited to 600 characters

Q15

Describe the process for ensuring the homebuyer understands the note and mortgage terms and conditions.

Answer limited to 600 characters

- 1. Describe what is included in the Written Agreement from the LPA to the homebuyer*
- 1. Describe your process to be sure the homebuyer understands the terms of the HOME Local assistance*



Environmental Review

Down Payment and Closing Cost Assistance

- The HUD environmental review process must be completed before HOME funds can be accessed for LPA program activities; or
- Before the purchase of any land or buildings; or
- Before the start of any work on a proposed project, even with non-HUD funds.
- This limitation applies to all participants in the HOME Local Program including public or private nonprofit or for-profit entities, or any of their contractors.
- If there is no housing rehabilitation proposed in your program with HOME or other funds, then don't mention housing rehab in the Admin Plan or program will have higher level of review.



Project Requirements

Homebuyer Eligibility, Underwriting Guidelines and Subsidy Layering

Q17

Describe the process for how the LPA will meet the underwriting requirements listed above and will ensure the homebuyer will have the financial resources to sustain future homeownership, to include the minimum equivalent of 1 month housing payment in personal saving following the purchase.

Answer limited to 700 characters

- 1. Read section 2.2 in detail, this section is important. Describe how LPA will meet housing counseling, HOME Local qualifying ratios, process to right size the assistance (aka subsidy layering analysis) process on how will document sources & uses of the funds in the deal to make sure there are enough funds for sustainable purchase, etc.*



Underwriting the HOME assistance

Q27

Describe how the underwriting assessment will be conducted.

Q28

Describe what documentation will be used to determine this assessment.

Answers limited to 800 characters

- 1. Read section 2.34 in detail, this section is important.*
- 1. This is about right sizing the assistance and being sure there are enough funds available for purchase.*
- 2. Describe how the HOME funds needed are reasonable and necessary and how LPA will ensure homebuyers fit within the debt to income qualifying ratios*
- 3. Describe how the LPA will ensure the first mortgage product is not predatory.*



Homebuyer Counseling

Q31

Describe which HUD certified counseling agency will perform pre-purchase homebuyer counseling.

Q32

Describe how the counseling cost will be paid.

Answers limited to 400 characters

- 1. Read section 2.37 in detail, this section is important.*
- 2. Who will be your HUD certified pre-purchase housing counselors?*



Property Standards

(Down Payment and Closing Cost Assistance)

Q38

Describe who will perform the inspection to determine compliance with property standards.

Answer limited to 400 characters

“If a home is being acquired by a homebuyer with HOME assistance and there are no funds for housing rehabilitation, the LPA shall ensure that the property meets the property standards of 24 CFR Part 92.251, as applicable and as amended, for HOME assisted activities, to ensure that the housing is decent, safe and sanitary, and meets all applicable New York State and/or Local Code requirements at the time of sale to homebuyer.”

- 1. Read section 2.6 in detail, this section is important.*
- 2. Program applicable property standards must be met. The LPA has to sign off that the standards have been met, describe how review will happen and describe LPA staff that will perform.*



Financial Management Requirements

Cost Review and Disbursement

Q49

Describe the cost review and disbursement procedures in place to ensure that costs are reasonable and in compliance with the budget.

Answer limited to 1000 characters

- 1. Explain how LPA will estimate and review costs to be paid with HOME funds and process to know if within the budgeted line items.*



Housing Rehabilitation

Housing Rehabilitation

Q51

If housing rehabilitation is included, describe how the LPA will determine the order of priority for housing rehabilitation and if energy efficiency and/or weatherization measures will be incorporated into the scope of work.

Answer limited to 800 characters

- 1. Read section 5.1 before answering this question*
- 2. Read section 5.1.2 before answering this question*



Homebuyer Properties with Rental Units

Q45

Describe how the lease form will be reviewed for compliance with HOME requirements.

Q46

Describe how initial rents will be approved.

Answer limited to 1000 characters

- 1. Read section 4.4 before answering these questions*
- 2. The LPA needs to decide if they want to assist homebuyers with rental units, or just the homebuyer unit.*
- 3. Homebuyers should have some form of landlord training.*



Helpful Hints

Please ask for Technical Assistance !!!

- We can answer all question you may have through the deadline of December 16th. After that, staff will be scoring applications and will no longer be able to address issues related to this RFP.
- The main documents you must be familiar with are the RFP, CDOL Application Instructions (the two go back and forth with each other), Administrative Plan, Budget Policy and Budget worksheet.



Helpful Hints

- See the table of contents in the administrative plan to get overall format.
- Read the entire administrative plan and inserted questions before responding.
- Meet with staff and program partners to discuss and determine **how the program will be administered.**
- The “**how**” must be decided in order to respond to the questions in the administrative plan.

Helpful Hints

- Don't over think the questions in the administrative plans, some require very short answers.
- Pay attention to language in the administrative plan that is directly above or below the questions.
- Demonstrating that there is a local market need (using recent, relevant local data) for the program being proposed is important



Question and Answer Session

Wrap Up

- Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org
- Please include **HOME Local Application** in the subject line of your e-mail.
- See Q&A spreadsheet with questions from this webinar answered by HOME Local staff, to be posted on the HCR website.
- Thank you! We welcome your applications to provide low-income homebuyers the ability to purchase their homes with HOME Local funds!

